



# Town of Chesterfield

## Americans with Disabilities Act (ADA) TRANSITION PLAN

Madison County Council of Governments | Town of Chesterfield, Indiana



# 2012 AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN

This publication has been prepared in partnership with the Town of Chesterfield. For clarification or any additional information, please contact the following:

**Jerrold Bridges, AICP**

Executive Director  
Madison County Council of Governments  
16 East 9th Street, Room 100  
Anderson, Indiana 46016  
(765) 641.9482

**Debbie Dunham**

Clerk-Treasurer  
Town of Chesterfield  
17 Veterans Boulevard  
Chesterfield, Indiana 46017  
(765) 378.3331

All information contained herein is expressly the property of the Town of Chesterfield and the Madison County Council of Governments. Should any or all of this publication be duplicated elsewhere, we request appropriate attribution for such usage.

Prepared by:



**Madison County Council of Governments**

16 East 9th Street, Room 100  
Anderson, Indiana 46016  
[www.mccog.net](http://www.mccog.net)



# TABLE OF CONTENTS

01

## **Executive Summary**

03

## **Introduction**

03.Legislative Mandate  
05.Undue Burden

07

## **Requirements & Responsibilities**

07.Title I Requirements  
07.Title II Requirements  
12.Public Right-of-Way  
13.Public Facilities

15

## **Methodology**

15.Database Methodology  
16.Public Facilities  
17.Sidewalks  
19.Curb Ramps (ADA Ramps)  
20.Accessible Pedestrian Signals

21

## **Self-Evaluation**

21.Public Facilities  
25.Transition Plan  
31.Sidewalks  
31.Curb Ramps (ADA Ramps)  
33.Accessible Pedestrian Signals

37

## **Monitoring & Updates**

37.Transition Plan Mangement  
37.Coordination with Public Improvements & Capital Expansions  
39.GIS Data Entry

41

## **Appendix**

41.Definitions  
44.Grievance Procedure & Ordinance  
48.Program Contacts / ADA Coordinator  
49.Public Facilities (Self-Evaluation of Facilities)  
65.Inspection Forms



# EXECUTIVE SUMMARY

The Americans with Disabilities Act was passed in 1990 as a step toward the disestablishment of discrimination against individuals with disabilities. ADA Title II requires communities to establish self-evaluations and/or transition plans, as determined by community employee size, for updating public facilities. Title II covers programs, activities, and services of government entities with a specific focus on protecting citizens from discrimination on the basis of disability. The goal of this act is to afford every individual the opportunity to benefit from businesses and services and to afford businesses and services the opportunity to benefit from the patronage of all Americans.

Regulations state that structural architectural and communication barriers must be removed in public areas of existing facilities when their removal is readily achievable – in other words, easily accomplished and able to be carried out without unfair difficulty or expense. Public buildings, public parks, sidewalks, curb ramps, and pedestrian signals were assessed in

order to understand what modifications are required. Utilizing ESRI ArcGIS for mobile data collection, each public facility in Chesterfield was assessed individually. By linking the collection process with ArcGIS, the community has the opportunity to reference and update areas of assessment to monitor facility modifications.

The Town of Chesterfield has a total of six (6) public facilities, 47,987 feet of sidewalk, 25 curb ramps, and five (5) signalized intersections that were analyzed for this Transition Plan. Chapter Four of this document provides a detailed look into the self-evaluation process and results for each of these facilities. In addition to the information provided in Chapter Four, the Appendix provides a prioritized breakdown of modifications that need to take place for the six (6) public facilities in Chesterfield. Modification priorities are based on a three (3) tier system of “Low,” “Moderate,” and “High” - with “High” representing the highest level of priority. The majority of modifications are suggested to be completed within five (5) years.





The background of the page features a collage of geometric shapes in shades of blue and red. In the upper right corner, there is a photograph of a decorative town sign that reads "ESTABLISHED 1991".

# CHAPTER ONE

## INTRODUCTION

This document outlines the requirements for developing a Transition Plan and describes the process of self-evaluation and the requirements for by which policies, programs and facilities were evaluated for compliance with the Americans with Disabilities Act (ADA); it also provides documentation of that evaluation and provides recommendations for meeting compliance requirements. The Town of Chesterfield elected officials and staff believe the ability to accommodate disabled persons is essential to good customer service, effective governance and the quality of life that Town of Chesterfield residents seek to enjoy.

This Transition Plan is being prepared as partial fulfillment of the requirements set forth in Title I and II of ADA; ADA, 28 CFR. Part 35 Sec. 35.105 and Sec. 35.150. This plan will assist the Town of Chesterfield; its fiscal council, departments, program directors

and employees in identifying policies, program and physical barriers to accessibility and in developing recommendations to removing the barriers. This plan and certain documents incorporated by reference establish the ADA Self Evaluation and Transition Plan for the Town of Chesterfield.

### Legislative Mandate

ADA is companion legislation to two previous federal statutes and regulations: the Architectural Barriers Acts of 1968 and Section 504 of the Rehabilitation Act of 1973.

The Architectural Barriers Act of 1968 is a Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural

## LEGISLATIVE MANDATE

Barriers Act marks one of the first efforts to ensure access to the built environment.

Section 504 of the Rehabilitation Act of 1973 is a Federal law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal department or agency. The development of a Transition Plan is a requirement of the Rehabilitation Act of 1973.

Subsequent to the enactment of the Rehabilitation Act, the federal government enacted the Americans with Disabilities Act (ADA) on July 26, 1990.

1. Title I of ADA prohibits discrimination of the basis of a disability for employment.
2. Title II of ADA prohibits discrimination by all public entities in access to all programs and services offered by the entity.
3. Title III of ADA requires any place of public accommodation be accessible to persons with disabilities.
4. Title IV of ADA requires telecommunication companies to ensure functionally equivalent services for consumers with disabilities.
5. Title V of ADA covers several technical provisions.

The Town of Chesterfield is required to observe all requirements of Title I of the ADA in its employment practices; Title II in its policies, programs, and services; any parts of Title IV and V that apply to the Town of Chesterfield, its programs, services, or facilities; and all requirements for accessibility set forth in the ADA Accessibility Guidelines (ADAAG).

Title II of ADA extended this coverage of Section 504 of the Rehabilitation Act of 1973 to all state and local

government entities, regardless of whether they receive federal funding or not. Specifically, Title II requires local governments to:

1. Operate their programs so that, when viewed in their entirety, the programs are accessible to and useable by individuals with disabilities (28 C.F.R. Sec. 35.150).
2. Allow persons with a disability to participate in a service, program or activity simply because the person has a disability (28 C.F.R. Sec. 35.130 (a)).
3. Make reasonable modifications in policies, practices and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result (28 C.F.R. Sec. 35.130 (b) (7)).
4. Provide services or benefits to individuals with disabilities through programs that are separate or different unless the separate or different measures are necessary to ensure that benefits and services are equally effective (28 C.F.R. Sec. 35.130(b) (iv) & (d)).
5. Take appropriate steps to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others (29 C.F.R. Sec. 35.160 (a)).
6. Designate at least one responsible employee to coordinate ADA compliance (28 CFR § 35.107(a)). This person is often referred to as the "ADA Coordinator." The public entity must provide the ADA coordinator's name, office address, and telephone number to all interested individuals (28 CFR § 35.107(a)).
7. Provide notice of ADA requirements. All public entities, regardless of size, must provide information about the rights and protections of Title II to applicants, participants, beneficiaries,

employees, and other interested persons (28 CFR § 35.106). The notice must include the identification of the employee serving as the ADA coordinator and must provide this information on an ongoing basis (28 CFR § 104.8(a)).

8. Establish a grievance procedure. Public entities must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints (28 CFR § 35.107(b)). This requirement provides for a timely resolution of all problems or conflicts related to ADA compliance before they escalate to litigation and/or the federal complaint process.

When addressing accessibility needs and requirements, it is important to note that ADA and Title II do not supersede or preempt state or local laws that may offer equivalent or greater protections.

## Undue Burden

ADA does not require the Town of Chesterfield to undertake any action that would result in a fundamental alteration in the intent of its program or activity, would create a hazardous condition, or would represent an undue financial and administrative burden. This determination can only be made by the ADA Coordinator and must be accompanied by a statement citing the reasons for reaching the conclusion. The determination that undue burdens would result must be based on an evaluation of all resources available for use in the programs.





# CHAPTER TWO

## PLAN REQUIREMENTS & RESPONSIBILITIES

### Title I Requirements

Title I of ADA prohibits discrimination for employment on the basis of a disability. The Town of Chesterfield has included the following language in their Employment Manual:

#### Employment

The Town of Chesterfield does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations as outlined by the U.S. Equal Employment Opportunity Commission under Title I of ADA.

### Title II Requirements

The ADA requires that public entities modify their policies, practices, and procedures in order to provide an equal opportunity for persons with a disability. Title II specifically requires public entities to identify and evaluate all programs, activities, and services and review all policies, practices, and procedures that govern administration of the programs, activities, and services for all government entities employing more than fifty people. These administrative requirements include:

1. Completion of a self-evaluation of programs and facilities;
2. Adoption of a set of grievance procedures,
3. Designation of a person who is responsible for overseeing Title II compliance; and

## TITLE II REQUIREMENTS

4. Development of a Transition Plan if the self-evaluation identifies any modifications necessary for compliance.

### Policies, Practices and Procedures

A public entity shall operate each service, program or activity, when viewed in its entirety, so that it is accessible to and usable by individuals with disabilities. Examples of this may include:

1. Assisting in filling out forms.
2. Explaining materials or procedures in simpler language so that individuals with cognitive, learning or some psychiatric disabilities can easily understand them.
3. Scheduling appointments so a person does not have to wait in a long line or in a crowded and room.
4. Allowing a person with a psychiatric disability to apply for services over the phone instead of coming into the office.

The ADA does not require public entities to make all of its existing facilities accessible, nor does it require a public entity to take any action that would fundamentally alter the nature of a service, program, or activity. Also, it does not require implementation of modifications that would result in undue financial and administrative burdens. In such cases where documentation is provided, in keeping with strict procedures outlined in the ADA, there are various methods that may be appropriate for providing program accessibility in lieu of making actual physical changes. These options should be explored in keeping with the 'spirit of the law'.

The first step in determining what policies, practices or procedures are non-compliant is to develop an understanding of the specific public programs and activities occurring at existing facilities within the

community. This section describes the programs and activities generally occurring at Chesterfield facilities.

The following departments Policies and Programs were reviewed:

1. Town Council
2. Board of Public Works
3. Town Clerk-Treasurer
4. Police Department
5. Fire Department
6. Planning Department
7. Recreation Services

Each section includes a description of programs and services, locations of operations, practices that facilitate the participation of persons with disabilities in programs and services. Each department is evaluated based upon these criteria, each with recommendations based upon findings for each:

1. Customer service
2. Notice requirements
3. Printed information
4. Website
5. Communications devices
6. Training and staffing
7. Program eligibility requirements and admission
8. Public meetings
9. Emergency evacuation procedures
10. Special events and private events on public properties



11. Maintenance of accessible programs and ongoing accessibility improvements
12. Automated electronic equipment
13. Auxiliary aides

engineering department, accounting, maintenance, stormwater, utilities.

2. Programs and Services: construction and maintenance of streets, sidewalks, storm drains, traffic signs, landscaping, and water systems, waste water collection and treatment.

### **Town Council**

Town Council members serve as both executive and legislative branches for small communities incorporated within the state. Elected councils work in conjunction with an elected Clerk, who manages the day-to-day business of the municipal government. As an elected official, the Clerk operates independently of the Council, but the Council has final say on budget which Clerks depend upon to operate. The Council can authorize the hiring of other staff to run the operations of government, including law enforcement officers, utility workers, park and recreation employees, and town managers.

1. Divisions: administration, staffing, finance (in conjunction with Clerk-Treasurer).
2. Programs and Services: approving/rejecting resolutions, approving/rejecting ordinances, appropriating the town budget, supervising employees, executive branch duties, legislative duties, public meetings.

### **Board of Public Works**

The Board of Public Works strives to maintain the infrastructure of the community in a state of quality operation for a safe and healthy environment for all, as well as being accountable to the citizens for financial affairs pertaining to the community under the Board's authority. The Board of Public Works plays a significant role in maintaining the integrity and efficiency of the community.

1. Divisions: street department, utility office, water pollution control, water department,

### **Clerk-Treasurer**

The Clerk-Treasurer serves as the official record-keeper of the community's legislative body and maintains custody of the official records of the Council. The Clerk is responsible for the certification of ordinances to the appropriate bodies and the certification of current and past Municipal Code sections for court-related testimony. The Clerk-Treasurer keeps the official seal, administers oaths, and takes depositions as necessary.

1. Divisions: administration, human resources, and finance (with general services and debt services).
2. Programs and Services: budget, agendas and noticing, accounts receivable and account payable, CIP, certification of ordinances, certification of current and past code sections for court-related testimony, and records management.

### **Police Department**

The Police Department is responsible for maintaining social order within the community and providing a safe social environment for the community with carefully prescribed ethical and constitutional restrictions. The department protects the rights of all persons within its jurisdiction to be free from criminal attack, to be secure in their possessions, and to live in peace. The department serves the people by performing the law enforcement function, and it is to these people that the department is ultimately responsible.

## TITLE II REQUIREMENTS

1. Divisions: police administration, police patrol, police communications.
2. Programs and Services: house checks, community outreach, community service, booking and holding, interviewing, DUI checks, holiday outreach.

### Fire Department

The Fire Department's responsibility is to teach and inform our citizens on fire prevention, to reduce the frequency and severity of fires, respond to water accidents, and hazardous materials incidents within the community. This goal is sought to be accomplished through communication and coordination with mutual aid agencies.

1. Divisions: administration, fire and rescue, paramedic, hazardous materials, and arson.
2. Programs and Services: fire suppression, emergency medical services (EMS), fire safety education, fire investigations, fire safety inspections, hazardous materials response, and rescue.

### Planning Department

The Planning Department formulates community plans and policies on land use, transportation, and historic preservation as a guide for continued growth, protection of quality of life, and economic well-being.

1. Divisions: transportation and planning, GIS mapping, downtown development, staffing, administration, code enforcement, current planning, and advance planning.
2. Programs and Services: permit processing, business license processing, and economic development.

### Parks and Recreation Department

Parks and Recreation Department maintains the Town's public green space. They have an array of facilities with something for everyone. There are natural park areas as well as more active park areas, such as a skate park. Park land has been set aside for sports, recreation, leisure, and reflection. Parks and Recreation has facilities for many uses, located throughout the Town.

1. Divisions: administration, staffing, programs, maintenance.
2. Programs and Services: facility rentals, special events, and sporting and theatrical events.

Policies, Practices and Procedures offered by the Town of Chesterfield must be accessible. Accessibility includes advertisement, eligibility, participation, physical access, transportation, policies, and communication. If a barrier removal is judged unduly burdensome, the Town of Chesterfield must consider other options for providing access that would ensure that individuals with disabilities receive the benefits and services of the program or activity. In choosing a method of providing program access, the Town of Chesterfield will give priority to the one that result in the most integrated setting appropriate to encourage interaction among all users, including ones with disabilities. In complying with the requirements of ADA, the Town of Chesterfield provides equality of opportunity, but does not guarantee equality of results.

It should be noted that this section is not intended to be a self-evaluation. A complete self-evaluation is included in Chapter 4. There should be a priority for removing barriers to provide programmatic access for the public. All facilities of a public entity that provide programs, activities, and services can be ranked based on the following criteria. Each of these criteria has equal importance with no single criteria having priority over another:



1. Level of use by the public: facilities that receive a high level of public use
2. Social need: facilities that meet social needs such as senior centers, cooling centers, etc.
3. Citizen rights: facilities where services are provided to exercise citizen rights such as voting centers, access to elected offices, etc.
4. Citizen responsibilities: facilities where fees are paid, where permits, licenses, and services are obtained, and where there is access to services, such as building permits
5. Program uniqueness: some programs are unique to a building, facility, or park and cannot occur at another location
6. Geographic distribution: by selecting a range of facilities that are distributed throughout the community, it can ensure maximum access for all residents
7. Identified complaints: efforts should focus on identified accessibility complaints

## Modifications to Policies, Practices and Procedures

The Town of Chesterfield will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services and activities. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Town of Chesterfield should contact the ADA Coordinator. Anyone wishing a modification is requested to contact the ADA Coordinator no later than 48 hours before the scheduled event. ADA does not require the Town of Chesterfield to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial

or administrative burden. Complaints that a program, service, or activity of the Town of Chesterfield is not accessible to persons with disabilities should follow the grievance procedures outlined in (APPENDIX: GRIEVANCE PROCEDURES).

The Town of Chesterfield will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

## Non-Discrimination Notice

In accordance with the requirements of Title II of the ADA, the Town of Chesterfield will not discriminate against qualified individuals with disabilities on the basis of the disability in its programs, activities or services.

## Communication

According to Section 35.160(a) of the ADA, “a public entity shall take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.” This means that the Town of Chesterfield is required to provide equally effective communication to individuals with disabilities. Equally effective communication can be provided by offering alternative formats, auxiliary aid(s) and/or services upon request. For example, interpreters are hired as requested for the hearing impaired and text materials that are accessible by screen readers are made available to users.

## ADA Coordinator

Designation of an ADA Coordinator applies to all state or local government entities with fifty or more employees. The entity is required to appoint a responsible person to coordinate the administrative requirements of the

ADA and to respond to complaints filed by the public. The name and contact information for the responsible person is required to be publicly advertised. Having an ADA Coordinator also benefits state and local government entities. It provides a specific contact person with knowledge and information about the ADA so that questions by staff can be answered efficiently and consistently. In addition, she or he coordinates compliance measures and can be instrumental in ensuring that compliance plans move forward.

The Town of Chesterfield employee who currently holds the position is listed in (APPENDIX: PROGRAM CONTACTS/ADA COORDINATOR).

### Grievance Procedures

Under the Americans with Disabilities Act users of Town of Chesterfield facilities and services have the right to file a grievance if they believe the Town of Chesterfield has not provided reasonable accommodation.

The Grievance Procedures adopted by the Town of Chesterfield can be found in (APPENDIX: GRIEVANCE PROCEDURE & ORDINANCE) of this Transition Plan or on the Town of Chesterfield website at ([www.chesterfield.in.gov](http://www.chesterfield.in.gov)). Under the Grievance Procedures, a formal complaint must be filed within 90 calendar days of the alleged occurrence. The Town of Chesterfield will act or respond only to complaints made through the grievance process identified in (APPENDIX: GRIEVANCE PROCEDURE & ORDINANCE).

### Public Right of Way

The Department of Justice's Title II Technical Assistance Manual points out that a public entity's programs related to streets, sidewalks, and curb ramps may be prioritized with respect to relative importance and frequency of usage. It further describes that program accessibility would not require all streets, sidewalks, and curb ramps to be fully accessible as required by

current codes. A determination of what public rights-of-way are programmatically required to be accessible may vary from jurisdiction to jurisdiction. The activity of using the public right-of-way may be considered a program in three different ways:

1. Streets, sidewalks and curb ramps may be part of a continuous path of travel between activities or programs, at various public and private facilities located on adjacent properties, such as public offices, schools, parks and recreational facilities, public service agencies, hospitals and health clinics, police facilities, and public housing uses.
2. Streets, sidewalks, and curb ramps may themselves represent a program of public pedestrian activities that are essential to the usage and enjoyment of a County's built environment.
3. Accessible Pedestrian Signals (APS) are required in the public right-of-way for people with disabilities. Access to traffic and signal information is an important feature of accessible sidewalks and street crossings for pedestrians who have vision impairments. While most intersections pose little difficulty for independent travelers who are blind or have low vision, there are some situations in which the information provided by an accessible pedestrian signal is necessary for independent and safe crossing. PROWAG (Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way) incorporate the 2009 Manual on Uniform Traffic Control Devices (MUTCD) specifications regarding APS standards by reference. The APS needs to be both audible and vibrating surfaces.

Sidewalk and curbs constructed as part of planned development, sidewalk and curbs replaced by or for the Town of Chesterfield, or sidewalk and curbs replaced by or for a property owner through the Town of Chesterfield shall be constructed in accordance with the most current PROWAG regulations and standards.

## Public Facilities

Numerous public facilities throughout Chesterfield are owned by the Town. The Town of Chesterfield has identified six (6) facilities that are routinely accessed by the public. These buildings are in varying states of compliance. The facilities have been divided into two categories; Priority One and Priority Two. Priority One buildings are those buildings that have employee use and a high potential for public use. Priority Two buildings are those buildings that employees use and have moderate potential for public use. A complete Self-Evaluation of all Town of Chesterfield facilities has been completed and is included in Chapter 4.

All Town of Chesterfield owned buildings that are constructed, remodeled or updated shall be constructed in accordance with the most current ADAAG (Accessibility Guidelines for Buildings and Facilities) regulations and standards.





# CHAPTER THREE

## METHODOLOGY

### Database Methodology

According to the Americans with Disabilities Act, towns and cities are required to perform a self-evaluation to determine their level of compliance to ADA federal regulations by December 31, 2012. While first person observation is the most effective method for data collection, it is an intensive, time-consuming process. In an attempt to increase efficiency while maintaining efficacy, the process was stream-lined through the creation of an ESRI ArcGIS database that allows instantaneous updating during on-site observation through the use of an iPad.

By linking the database to ArcGIS, data collection and data entry become a single step which allows more time for data analysis. However, the initial data collection phase still requires first hand observation

and measurement recordings of public facilities. The database was developed based on the specific requirements of the Americans with Disabilities Act Accessibility Guidelines (ADAAG), as well as the more stringent, Proposed Right-of-Way Accessibility Guidelines (PROWAG). Each public facility must adhere to the same ADA requirements, but within each public facility are various locations that must be thoroughly examined, including, but not limited to, parking lots, on-street parking spaces, sidewalks, ramps, entrances, doors, floors, and restrooms.

The database therefore, is organized based on the path that is taken in order to fully access the facility – from parking to actually taking part in a program within the facility. While some regulations require specific measurements, simply providing some necessities such as accessible entrances satisfies a number of

## PUBLIC FACILITIES

requirements. Each requirement then was distributed into a specific category to be assessed based on the primary focus. For example, the ramp category includes questions such as ‘is a wheelchair ramp necessary for access’ and measurements such as ‘what is the ramp slope.’

Beyond data collection, the analysis focuses on examining the data to determine the precise requirements that are not being met so funds can be allocated as necessary to upgrade each facility. The master database allowed analysis for every possible result. Further, future data collection can utilize the same database to build from existing conditions and illustrate improvement over time. By updating the database as facilities change over time, the data remains dynamic. Standards for accessibility continue to evolve, as evident in the differences between the PROWAG and ADAAG, and this database format aims to provide a way the data can be easily accessed and updated.

### Public Facilities

Included in the required self-evaluation is the assessment of public facilities within the town. For the purposes of this evaluation, the term public facility can be used for either a public building or a public park. The public facilities within Chesterfield were assessed utilizing first-person observation and iPad mobile data collection as previously explained.

Prior to facility visits and first person observation, surveyors were familiarized with ADA regulations and trained in the use of data collection equipment. Actual data collection consisted of two to four observers surveying each public facility. However, with the number of requirements that must be assessed, to best increase data collection efficiency and result efficacy, each surveyor specialized in the examination of two or three specific categories such as parking lots and on-street parking spaces.

Facility design is characterized by the elements that affect usability and accessibility:

- Parking (lot and on-street)
- Accessible entrance
- Entrance
- Access to services
- Floors
- Doors
- Visual characteristics
- Seats, tables, and counters
- Lavatories (drinking fountains and sinks)
- Restrooms

### Parking

Each facility is required to have designated handicapped parking; either in a main parking lot or on-street parking. Requirements include at least one van accessible parking space per facility and at least one accessible parking space per 25 total parking spaces.

### Accessible Entrance

The term accessible entrance refers to the path from an accessible parking space to the facility entrance. The entrance must be accessible by a sturdy pathway at least four feet wide with curb cuts at least 32 inches wide.

### Entrance

Each facility is required to have at least one entrance that is fully compliant. Although the main entrance is recommended for compliance, the accessible entrance can be independent.

## Access to Services

The entrance must provide a direct path to the main floor, lobby, or elevator, as well as all public spaces. This direct path provides the necessary access to the various services provided within the facility. Within buildings, access to services refers to hallway connectivity, while access to services in parks refers to the availability of paths linking to the various park amenities.

## Floors

The floor assessment includes examining stairwells, thresholds, carpets, and the height of reach for items such as elevator and automated entrance buttons. Each of these components establishes the basic understanding of pathway obstructions that impede mobility within the public facility.

## Doors

Doors throughout public facilities are an obstacle that must not inhibit access to services and programs. They must provide adequate clearance and the ability to open with little effort. It is important to note that doors are a hindrance to several types of disabilities and are required to meet high standards.

## Visual Characteristics

Signage placed throughout a facility is required to be readable from a distance, as well as offering the opportunity to read braille. Signage within a facility provides direction and is necessary for permitting direct access.

## Seats, Tables, and Counters

Seats, tables, and counters must allow movement between aisles and the opportunity to interact with public offices/employees. It is especially necessary for seats, tables, and counters to provide equal access during public meetings, since all residents must have an equal say in the public process.

## Lavatories

Lavatories include both sinks and drinking fountains. Although the specific measurement requirements vary slightly, sinks and drinking fountains provide a similar service. It is necessary that each be provided equally within a public facility to avoid discrimination. Assessment areas include the sink height and depth, apron height, and knee clearance.

## Restrooms

If public restrooms are available, at least one must be ADA compliant to allow equal opportunities within the facility. The restroom assesses aspects such as the stall widths, signage, entrance, and maneuverability.

## Sidewalks

The ADA Accessibility Guidelines for Buildings and Facilities (ADAAG) is the national standard for pedestrian access and travel. ADAAG provides the minimum standards for all public and private facilities. Sidewalk design is characterized by the elements that affect usability and accessibility:

- Grade
- Cross-Slope
- Width
- Passing Space
- Vertical Clearance
- Changes in Level
- Grates and Gaps
- Obstacles
- Surface



### Grade

Grade is the slope parallel to the direction of travel. The grade is calculated by dividing the vertical change in elevation by the horizontal distance covered. In the pedestrian environment, maximum grade should be measured over 24-inch intervals. These intervals represent the approximate length of a wheelchair wheelbase or a single walking pace. Steep sections should be detected and reduced as much as possible.

### Cross-Slope

Cross-slope is measured perpendicular to the direction of travel. Most sidewalks are built with some degree of cross-slope to prevent water from collecting on the path by allowing the water to drain into the street.

### Width

Sidewalk widths affect pedestrian usability and determine the types of access and other pedestrian elements that can be installed. Although most guidelines require sidewalk design width to be at least five feet wide, larger design widths can accommodate more pedestrians and improve access, especially if the sidewalks contain trash receptacles, street trees, street furniture, and the like.

### Passing Space

Passing space is a section of path wide enough to allow two wheelchair users to pass one another or travel abreast. The passing space provided should also be designed to allow one wheelchair user to turn in a complete circle. If turning or maneuvering is necessary, a turning space of five square feet shall be provided.

### Vertical Clearance

Vertical clearance is the minimum unobstructed vertical passage space required along a sidewalk. The AADAG states that circulation spaces such as corridors should have at least 80 inches of headroom.

### Changes in Level

In the sidewalk environment, curbs without curb ramps, cracks, and dislocations in the surface material are common examples of changes in level. Changes in level can cause ambulatory pedestrians to trip or can catch the casters of a wheelchair, causing the chair to come to an abrupt stop. People who are blind or have poor vision might not anticipate changes in level.

### Grates and Gaps

A grate is a framework of latticed or parallel bars that prevents large objects from falling through a drainage inlet but still allows water and some debris to fall through. A gap is a single channel embedded in the travel surface of a path. The ADAAG specifies that grates located in walking surfaces should have spaces no greater than 0.5 inches wide in one direction. It also states that gratings with elongated openings should be oriented so that the long dimension is perpendicular to the dominant direction of travel.

### Obstacles

Obstacles in the pedestrian environment can limit the vertical passage space, interfere with the circulation route, or reduce the clearance width of the sidewalk. Some of the more common objects that can make a sidewalk difficult to traverse include: fire hydrants, mailboxes, parking meters, planters, signs and poles, street furniture, and trash receptacles.

### Surface

The surface is the material on which a person walks or wheels in the pedestrian environment. Firm and stable surfaces, such as concrete, resist deformation especially by indentation or the movement of objects. A broom finish is used on many concrete sidewalks to provide sufficient slip resistance for pedestrians.



## Curb Ramps (ADA Ramps)

Curb ramps are most commonly found at intersections, but they may also be used at midblock crossings and medians. Curb ramps should be designed to minimize the grade, cross-slope, and changes in level experienced by users. Each type of curb ramp contains some or all of the following elements:

### Landing

The landing is the level area of sidewalk at the top of a curb ramp facing the ramp path. Curb ramps without landings force wheelchair users entering the ramp from the street to travel on the ramp flares. The landing should be a surface at least three feet wide. The ADAAG recommends a four foot landing for perpendicular curb ramps and a five foot landing for parallel curb ramps.

### Approach

The approach is the section of the accessible route flanking the landing of a curb ramp.

### Flare

The flare is the sloped transition between the curb ramp and the sidewalk. The path along the flare has a significant cross-slope and is not considered an accessible path of travel.

### Ramp

The ramp is the sloped transition between the street and the sidewalk where the grade is constant and the cross-slope is at a minimum – preferably less than 2 percent.

### Gutter

The gutter is a trough or dip used for drainage purposes that runs along the edge of the street and the curb or curb ramp. According to the ADAAG, the slope of the road or gutter surface immediately adjacent to the curb ramp should not exceed five percent, and the transition between ramp and gutter should be smooth.

Curb ramps can be configured in a variety of patterns depending on the location, type of street and existing design constraints. The four most common configurations are as follows:

### Perpendicular

These ramps are often installed in pairs at a corner. For new construction, two perpendicular curb ramps with level landings should be provided at street crossings. The path of travel along a perpendicular curb ramp is oriented at a 90-degree angle to the curb face.

### Diagonal

Diagonal curb ramps are single curb ramps installed at the apex of a corner. They force pedestrians ascending the ramp to proceed into the intersection before turning to the left or right to cross the street. In many situations, diagonal curb ramps are less costly to install, but they create potential safety and mobility problems for pedestrians.

### Parallel

The path of travel along a parallel curb ramp is a continuation of the sidewalk, as parallel curb ramps provide an accessible transition to the street on narrow sidewalks. The landing on parallel curb ramps should be sloped no more than 2 percent toward the gutter.

### Built-Up

Built-Up curb ramps are oriented in the same direction as perpendicular curb ramps, but project out from the curb. They are most often installed in parking lots, and should not extend into a vehicular traffic lane or bike lane.

### Accessible Pedestrian Signals

Each signalized intersection in the Town of Chesterfield was visited and the intersection's pedestrian amenities such as sidewalks, curb ramps, crosswalks, and pedestrian signals were recorded in GIS. If pedestrian signals were in place, additional data specific to the pedestrian signals was collected. The height of pedestrian signal pushbuttons was measured using a tape measure. The length of time given for pedestrians to cross the street was either displayed on the pedestrian signals or was measured by the data collector.

To determine whether or not the time allotted for pedestrians to cross the street was adequate, the width of the roadway was measured in feet using a distance measuring tool in Pictometry, a computer-based orthophotography program. The length of time pedestrians were allotted to cross the street was divided by the width of the roadway where the pedestrian

crossings were located. The Americans with Disabilities Act suggests that pedestrian walking speed should be assumed at 3.5 feet per second. If the signalized time required the pedestrian to walk at a pace of 3.1 to 3.9 feet per second, it was suggested that the pedestrian signal time be increased slightly. If the signalized time required the pedestrian to walk at a pace of 4.0 feet per second or more, ADA requires that the pedestrian signal time be increased significantly.

At all signalized intersections not located in rural areas, it is recommended that sidewalks, curb ramps, and crosswalks be installed if they are not already in place. At all actuated or semi-actuated intersections, it is suggested that pedestrian signals with pushbuttons be installed if not already in place. Pushbuttons are not recommended for installation at intersections that are timed due to the disruption of traffic flow.



# CHAPTER FOUR

## SELF-EVALUATION

### Public Facilities

In order to perform the required self-evaluation for the Town of Chesterfield's public facilities in regards to adherence to the Americans with Disabilities Act, a collection database was developed. While first person observation is the most effective method for data collection, it is a time consuming and involved process. In order to stream-line the process to increase efficiency while maintaining efficacy, a database was developed based on the federal requirements for public facility upgrades to provide better governmental access to the entire population.

A preliminary checklist was first created from the specific requirements for public facilities outlined in the Americans with Disabilities Act, to provide a starting point for the collection database.

The self-evaluation consisted of visiting six public facilities including three public buildings and three public parks within Chesterfield: the Government Center, Millcreek Civic Center, Chesterfield-Union Township Fire Department, Makepeace Park, Millcreek Park, and Walbridge Acres Park. Aspects of each facility were observed, tested, and measured to ensure compliance with ADA Standards. All data was collected using iPads in conjunction with ESRI ArcGIS.

The purpose of the public facility inventory was to show the existing conditions of facilities in the Town of Chesterfield, as well as, compare existing conditions with ADA standards.

### Suggested Facility Priority

(See 'Overview Map' on page 26)

1. Government Center
2. Millcreek Civic Center
3. Walbridge Acres Park
4. Millcreek Park
5. Makepeace Park
6. Chesterfield-Union Township Fire Department

The list outlines the suggested priority for each facility. Each facility is organized by its priority level before the modification priority within the facility is outlined. It is important to understand that the facility priority will determine the timeline for modifications; the higher the facility priority, the more resources should be used to upgrade it, and the less time allotted for the facility to be upgraded. Facility priority is based on the amount of services provided, public access, and public population at each facility.

Further, the specific modifications that must be made within each facility are generally described below and detailed in (APPENDIX: PUBLIC FACILITY MODIFICATIONS). The time line for modifications within each facility is a suggested time line and should correlate with the overall facility time line.

### Government Center

(Map on page 27)

The Chesterfield Government Center is located at 17 Veterans Boulevard, Chesterfield, Indiana. It is the largest facility for housing government programs and services in the Town of Chesterfield.

The facility has a number of modifications that should be made, but very few that are high priority. Although there are several curb ramps that require both time and cost intensive modifications near the facility, only one

of the ramps is necessary for access to the building. This particular ramp requires a reduction in the run slope and the installation of a tactile strip. These modifications are the most time and cost intensive for the facility and are allotted three to five years for completion.

Beyond the curb ramp, the other modifications are either medium or low priorities. For example, within the first and second years, every door in the facility should require less than five pounds of force to open. Although it is a low priority, this modification shows an important transition toward ADA compliance. Similarly, the restroom in the Government Center only requires the paper towel to be lowered within a height of reach of 48 inches from the ground; a simple modification that can be completed within the first year of implementation. Other modifications that are necessary within the facility include counter heights. There are three counters—police dispatch, utility and clerk's office, and a second police counter— that are too high for ADA standards. Each of these counters is required to either be lowered to between 28 and 34 inches high or an alternative programmatic option established. Regardless of the option that is chosen, it is important that the counter height does not impede accessibility of services and programs within the facility.

Although the Chesterfield Government Center does not have a large number of required modifications, it is an important facility for public interaction and is recommended as a high priority for the community.

### Millcreek Civic Center

(Map on page 27)

The Millcreek Civic Center is attached to the Government Center, so it is also located at 17 Veterans Boulevard, Chesterfield, Indiana.

The Millcreek Civic Center is an important amenity for public use. It can be utilized for various events including receptions, reunions, conferences, training, fundraisers, etc. Further it is attached to the Chesterfield

Government Center and provides direct access to the Government Center. There are no high priority modifications within the Millcreek Civic Center and a majority of the modifications are on doors within the facility. As such, it is recommended that modifications between the two facilities be coordinated.

A majority of the modifications for the Millcreek Civic Center are recommended for completion within the first year or two of implementation. These modifications include switching the opening direction of a number of doors and replacing several door handles throughout the facility to be operable with a closed fist. Further, the doors to the gymnasium should have a reduction in the weight or resistance to lower the opening force. Finally, the only modification within the restrooms should be a simple change; lowering the mirror of the restroom nearest the gymnasium by one inch. There are modifications that require more than two years. These modifications include the provision of either lower counters or programmatic adjustments that allow equal access and the provision of wheelchair seating in fixed gymnasium seating. Due to the public use of this facility and the correlation with the Government Center, it is recommended that the Millcreek Civic Center also be a high priority for implementation.

## Walbridge Acres Park

*(Map on page 28)*

Walbridge Acres Park is located north of SR 32 along Hampton Court in Chesterfield, Indiana.

Walbridge Acres Park is the largest of the parks in Chesterfield. Due to the size and number of amenities within the facility, it is recommended that this park be the highest priority for the parks and a moderate priority overall. There are several modifications for this park that are necessary for ADA compliance. High priority modifications include providing accessible parking spaces throughout the park in the various parking locations. It is important to provide these spaces early on to show a transition toward ADA

compliance, as well as to provide the basis for overall accessibility throughout the park. The other high priority modification involves the men's restroom. Although the men's and women's restrooms have similar modifications, the men's is a higher priority because it requires additional modifications such as raising the sink. The men's restroom is allotted three to five years rather than two to three years in this proposal due to the more intensive modifications that are required.

Beyond the high priority modifications, are requirements such as installing paths to the various equipment, upgrading the women's restroom, and providing at least one handicap accessible picnic table per shelter. Although these modifications are not necessarily inexpensive, they are not necessary as immediately as the high priority modifications. Overall, this park will require a number of cost and time intensive projects for ADA compliance and should be a focus for funding to provide equal opportunities to the various amenities.

## Millcreek Park

*(Map on page 27)*

Millcreek Park is located at 17 Veterans Boulevard in Chesterfield, Indiana just behind the Government Center.

Millcreek Park is an additional amenity for the Millcreek Civic Center and Government Center. It consists of multiple shelters, a basketball court, skate park, and play equipment. Similar to Walbridge Acres Park, Millcreek Park requires the provision of at least one van accessible parking space near the entrance. Another high priority modification is the standardization of the curb ramp in the northeast of the park that provides access to and from the Government Center. It is recommended as a moderate priority for modification due to the correlation with the Government Center and Millcreek Civic Center. Other modifications include installing paths throughout the park to various equipment, installing signage with non-glare finish, and providing at least one handicap accessible picnic table per shelter.

### **Makepeace Park**

*(Map on page 29)*

Makepeace Park is located north of SR 32 along Memorial Drive in Chesterfield, Indiana.

The final park within Chesterfield that was assessed is Makepeace Park. This park consists of two baseball diamonds, a basketball court, and some play equipment. Overall, Makepeace Park is recommended as a low priority due to the comparatively few amenities. Modifications for this park include the provision of at least one van accessible parking space in each parking area and the installation of paths to each of the amenities. There are paths throughout the park, but there are not necessarily access paths to the equipment. The restrooms were not assessed due to a lack of access.

Within the facility, there are very few modifications required; the door to the garage from the interior requires a reduction in weight or resistance, signage must be updated to include braille, and the drinking fountain must be raised one inch. None of these modifications is expected to be time or cost intensive. Overall, the facility has few major modifications that are required, but is recommended as a low priority due to the lack of public access.

### **Chesterfield-Union Township Fire Department**

*(Map on page 30)*

The Chesterfield-Union Township Fire Department is located at 207 East Main Street, Chesterfield, Indiana.

The Chesterfield-Union Township Fire Department is usually a limited access facility. Although there are few required modifications within the facility, it is not recommended as a high priority due to the limited public access. The only high priority modification for the facility is a reduction in the slope of the first level of the exterior ramp. The first level is the level from the parking lot to the first landing. The slope is 10.8 percent, which is higher than the maximum 8.3 percent standard. Therefore, the ramp slope must be decreased. The second level meets the standard and does not need to be modified. However, there is also a requirement for an additional railing to be installed for the second level. Further, although the entrance is accessible, it is neither marked as an accessible entrance nor is the exterior call button within the acceptable 48 inch height of reach. These exterior modifications are important for providing direct access to the facility as a whole.

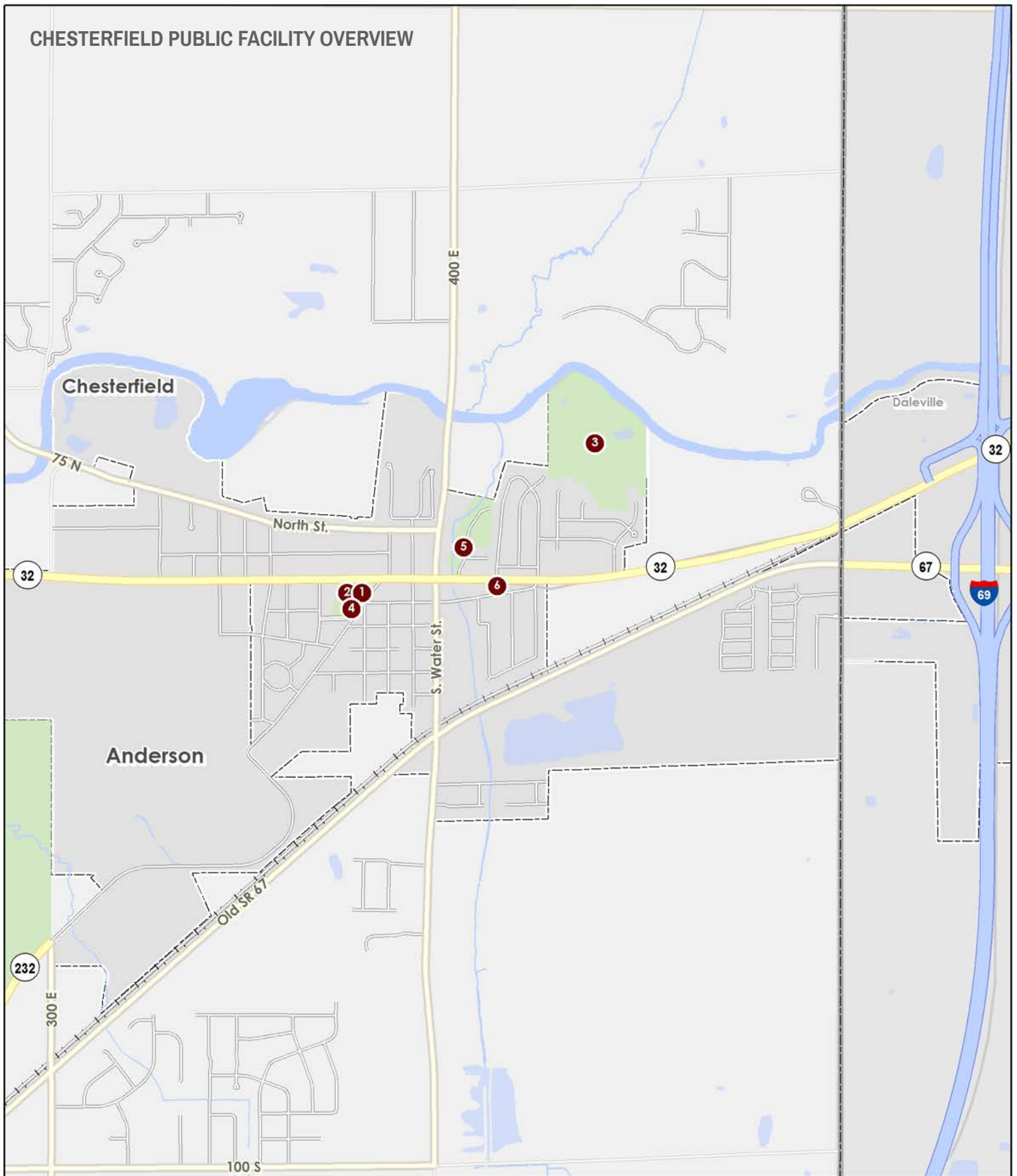
## Transition Plan

The following table provides a summary of each public building priority and outlines the overall transition plan schedule for public buildings within the Town of Chesterfield. The timeline presents both the year that modifications begin at each facility and the projected total number of years that will be required for complete ADA compliance.

Facility		Priority Reasoning	Timeline	
1	Government Center	As the central location of public services, it is vital that the Government Center be fully compliant as soon as possible. Without complying with standards, the facility prevents equal access to public activity. Furthermore, it is the most highly trafficked facility, so it is the top priority.	Modifications begin 2013 and 2014	2-3
2	Millcreek Civic Center	Due to the public use and correlation with the Government Center, it is recommended that the Millcreek Civic Center also be a high priority.		2-3
3	Walbridge Acres Park	Walbridge Acres Park is the largest recreational facility in Chesterfield. With the number of amenities and public traffic it is recommended as the highest priority for recreation and a moderate priority overall.	Modifications begin 2014 and 2015	2-3
4	Millcreek Park	Due to the proximity and correlation to Millcreek Civic Center and the Government Center, as well as the amenities offered at this location, it should be considered a moderate priority.		2-3
5	Makepeace Park	With the overall lack of amenities and public use, Makepeace Park is a low priority for modification.	Modifications begin 2015 to 2017	2-3
6	Chesterfield-Union Township Fire Department	This facility is largely under the jurisdiction of the Township and is a low priority for the Town.		2-3



# CHESTERFIELD PUBLIC FACILITY OVERVIEW



- X Public Facility
- Incorporated Area
- County Boundary

1 inch = 1,740 feet

- 1 Chesterfield Government Center
- 2 Millcreek Civic Center
- 3 Walbridge Acres Park
- 4 Millcreek Park
- 5 Makepeace Park
- 6 Chesterfield-Union Twp Fire Department



# GOVERNMENT & CIVIC CENTERS OVERVIEW



- Incorporated Area
- County Boundary
- Parks

1 inch = 90 feet



- 1 Chesterfield Government Center
- 2 Millcreek Civic Center
- 3 Millcreek Park

See pages 49, 53, and 60 for specific modifications

- |                       |                     |                           |
|-----------------------|---------------------|---------------------------|
| ● Accessible Entrance | ● Lavatories        | ● Restrooms               |
| ● Access to Services  | ● Clearance & Ramps | ■ Seats, Tables, Counters |
| ● Doors               | ● On Street Parking | ▲ Stalls                  |
| ● Entrance            | ● Parking           | ● Visual Characteristics  |
| ● Floors              | ● Ramp Rails        |                           |



# WALBRIDGE ACRES PARK MAP



- Incorporated Area
- County Boundary
- Parks

See page 58 for specific modifications

1 inch = 210 feet



- |                       |                     |                           |
|-----------------------|---------------------|---------------------------|
| ● Accessible Entrance | ● Lavatories        | ● Restrooms               |
| ● Access to Services  | ● Clearance & Ramps | ■ Seats, Tables, Counters |
| ● Doors               | ● On Street Parking | ▲ Stalls                  |
| ● Entrance            | ● Parking           | ● Visual Characteristics  |
| ● Floors              | ● Ramp Rails        |                           |





# MAKEPEACE PARK MAP

- Incorporated Area
- County Boundary
- Parks

- Makepeace Park
- Chesterfield-Union Twp Fire Dept

See pages 61 and 52 for specific modifications

1 inch = 150 feet



- |                     |                   |                         |
|---------------------|-------------------|-------------------------|
| Accessible Entrance | Lavatories        | Restrooms               |
| Access to Services  | Clearance & Ramps | Seats, Tables, Counters |
| Doors               | On Street Parking | Stalls                  |
| Entrance            | Parking           | Visual Characteristics  |
| Floors              | Ramp Rails        |                         |



# CHESTERFIELD-UNION TOWNSHIP FIRE DEPARTMENT MAP



- Incorporated Area
- County Boundary
- Parks

See page 52 for specific modifications

1 inch = 40 feet



- |                     |                   |                         |
|---------------------|-------------------|-------------------------|
| Accessible Entrance | Lavatories        | Restrooms               |
| Access to Services  | Clearance & Ramps | Seats, Tables, Counters |
| Doors               | On Street Parking | Stalls                  |
| Entrance            | Parking           | Visual Characteristics  |
| Floors              | Ramp Rails        |                         |

## Sidewalks

*(Map on page 34)*

Chesterfield has a total of 47,987 feet of sidewalk in place.

Chesterfield has 688 (1.4 percent) feet of sidewalk in “excellent” condition. These sidewalks are located primarily where new construction has taken place.

Chesterfield has 4,761 (9.9 percent) feet of sidewalks in “good” condition. These sidewalks are located on Main Street.

Chesterfield has 8,178 (17.0 percent) feet of sidewalks in “fair” condition. Most of these sidewalks are located on various areas of Water Street, Bing Street, and North Street. At a rate of \$36.50/linear foot to remove the sidewalks in disrepair and construct new sidewalks, replacing all sidewalks in “poor” condition would cost approximately \$298,497.

Chesterfield has 24,961 (52.0 percent) feet of sidewalks in “poor” condition. Most of these sidewalks are located in the subdivision located north of Main Street and west of Water Street. Sidewalks in “poor” condition can also be found in the residential area east of Water Street and South of Main Street. At a rate of \$36.50/linear foot to remove the sidewalks in disrepair and construct new sidewalks, replacing all sidewalks in “poor” condition would cost approximately \$911,096.

Chesterfield has 9,399 (19.6 percent) feet of sidewalks in “very poor” condition. Most of these sidewalks are also located on Water Street north of Main Street and the neighborhood west of Water Street and south of Main Street. At a rate of \$36.50/linear foot to remove the sidewalks in disrepair and construct new sidewalks, replacing all sidewalks in “very poor” condition would cost approximately \$343,063.

There are approximately 63,048 feet of road in Chesterfield that do have parallel running sidewalks. At

a rate of \$27.30/linear foot, it would cost approximately \$1.72 million to install new sidewalks in these areas.

## Curb Ramps (ADA Ramps)

*(Map on page 35)*

There are a total of 25 pedestrian ramps in the Town of Chesterfield that include colored, tactile strips therefore visually appearing to meet current ADA standards. After measuring the dimensions of the ramps, none accurately meet ADA standards. All 25 ramps do not include landings with the proper dimensions. In addition, 11 ramps (44 percent) have cross slopes that exceed the maximum slope of 2.0 percent. None of the ramps have an excessive running slope. Seven (7) ramps (28 percent) do not meet the minimum width of 4 feet.

There are a total of 71 intersections in the Town of Chesterfield. At a cost of \$1,250 per curb ramp, it would cost approximately \$710,000 to retrofit each intersection with eight (8) curb ramps.

## CURB RAMPS

Location	Number of Ramps	Existing Condition	Modification
Washington Street & Main Street	4: NW, NE, SE, SW corners	All ramps do not have landings with proper dimensions; SW ramp has a cross slope of 2.5%	Construct proper landings for all ramps; Reduce cross slope of SW ramp to 2.0% or less
Water Street & Main Street	4: NW, NE, SE, SW corners	All ramps do not have landings with proper dimensions; NW, NE ramps have cross slopes of 3.4% and 5.1% respectively; NW ramp has a 13.3% slope on one of its flares	Construct proper landings for all ramps; Reduce cross slopes of NW, NE ramps to 2.0% or less; Reduce slope of flare on NW ramp to 10.0% or less
Gaywood Drive & Main Street	2: East, West	Both ramps do not have landings with proper dimensions; East and West ramps have cross slopes of 2.3% and 2.4% respectively	Construct proper landings for both ramps; Reduce cross slope of both ramps to 2.0% or less
Eastman Road & Main Street	2: East, West	Both ramps do not have landings with proper dimensions; East and west ramps have cross slopes of 2.2% and 3.3% respectively	Construct proper landings for both ramps; Reduce cross slope of both ramps to 2.0% or less
Memorial Drive & Main Street	2: East, West	Both ramps do not have landings with proper dimensions; East and west ramps have cross slopes of 6.1% and 3.0% respectively	Construct proper landings for both ramps; Reduce cross slope of both ramps to 2.0% or less
Chester Street & Main Street	2: East, West	Both ramps do not have landings with proper dimensions; Both ramps are less than 4 feet wide	Reconstruct both ramps entirely
Lake Street & Main Street	2: East, West	Both ramps do not have landings with proper dimensions; West ramp has a cross slope of 6.0%; Both ramps are less than 4 feet wide	Reconstruct both ramps entirely
Webster Street & Main Street	2: East, West	Both ramps do not have landings with proper dimensions; East ramp is not 4 feet wide; West ramp needs extensive repairs	Reconstruct both ramps entirely
Bing Boulevard & Main Street	2: East, West	Both ramps do not have landings with proper dimensions; West ramp has a cross slope of 5.0%; Neither ramp is 4 feet wide	Reconstruct both ramps entirely
Hall Street & Main Street	2: East, West	Both ramps do not have landings with proper dimensions	Construct proper landings for both ramps
Veterans Boulevard & Main Street	1: East	Ramp does not have a landing with proper dimensions; Running slope of ramp is 11.7%	Reconstruct ramp entirely

## Pedestrian Signals

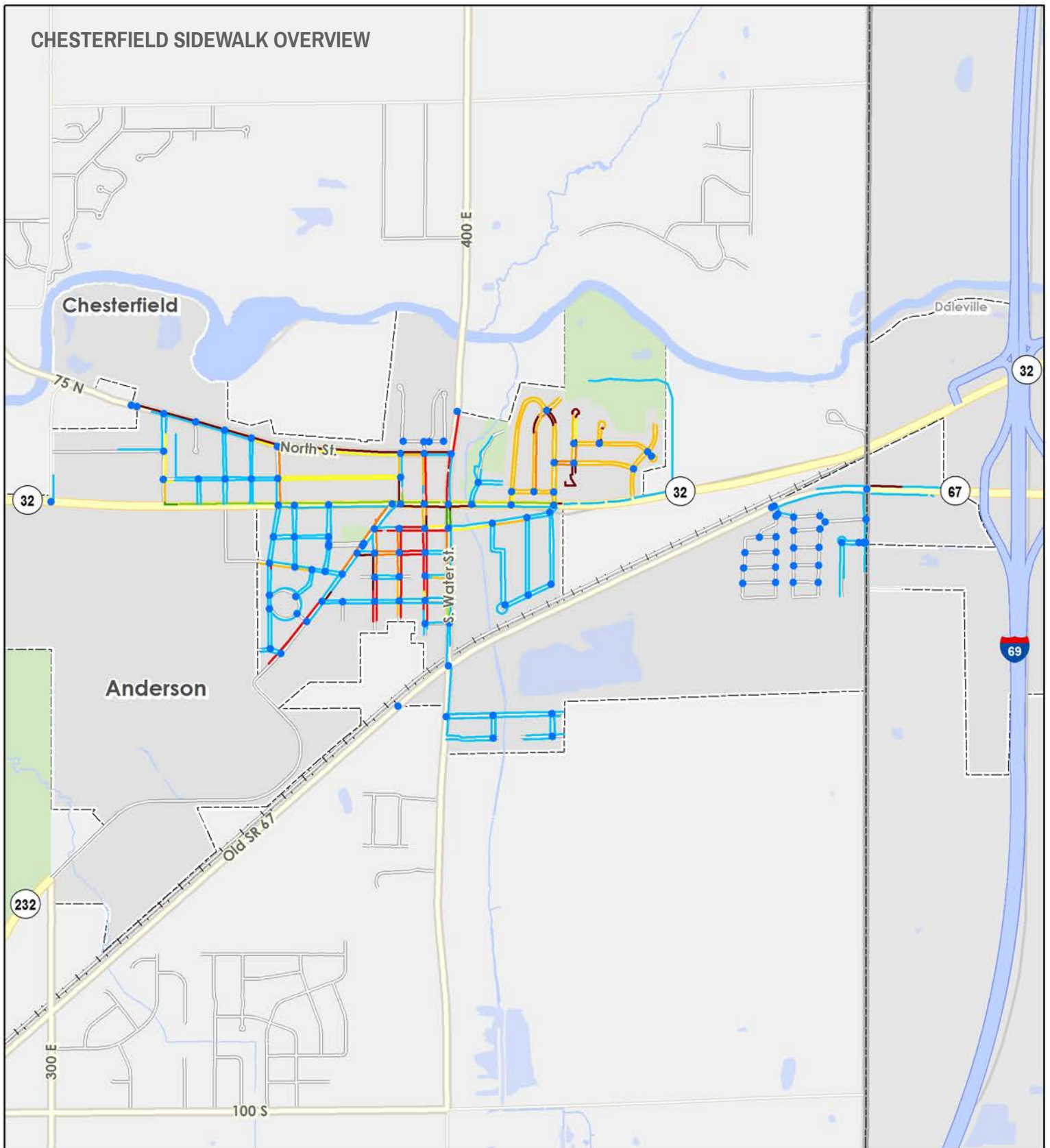
(Map on page 35)

There are a total of five (5) signalized intersections in the Town of Chesterfield. None of these intersections contain pedestrian signals.

Location	Signal Type	Existing Condition	Modification
Water Street & State Road 32	Timed	Crosswalks; ADA ramps; No pedestrian signals	Reconfigure traffic signals so they are actuated; Implement pedestrian signals with pushbuttons
Washington Street & State Road 32	Timed	Crosswalks; ADA ramps; No pedestrian signals	Remove traffic lights; Change to 2-way stop north-south
Water Street & Old State Road 67	Flashing Red	Intersection in rural area; No sidewalks; No crosswalks; No ADA ramps; No pedestrian signals	No modifications necessary at this time
South County Road 100 West & State Road 32	Actuated	Intersection in rural area; No sidewalks; No crosswalks; No ADA ramps; No pedestrian signals	No modifications necessary at this time
South County Road 100 West & Old State Road 67	Actuated	No sidewalks; No crosswalks; No ADA ramps; No pedestrian signals	Install sidewalks; Install crosswalks; Install ADA ramps; Install pedestrian signals with pushbuttons



# CHESTERFIELD SIDEWALK OVERVIEW



- Intersections
- ▭ Incorporated Area
- ▭ County Boundary

1 inch = 1,740 feet



## Sidewalks

No Rating

1- Very Poor

2- Poor

2.5

3- Adequate

3.5

No Existing Sidewalk

4- Very Good

5- Excellent

2.5

3- Adequate

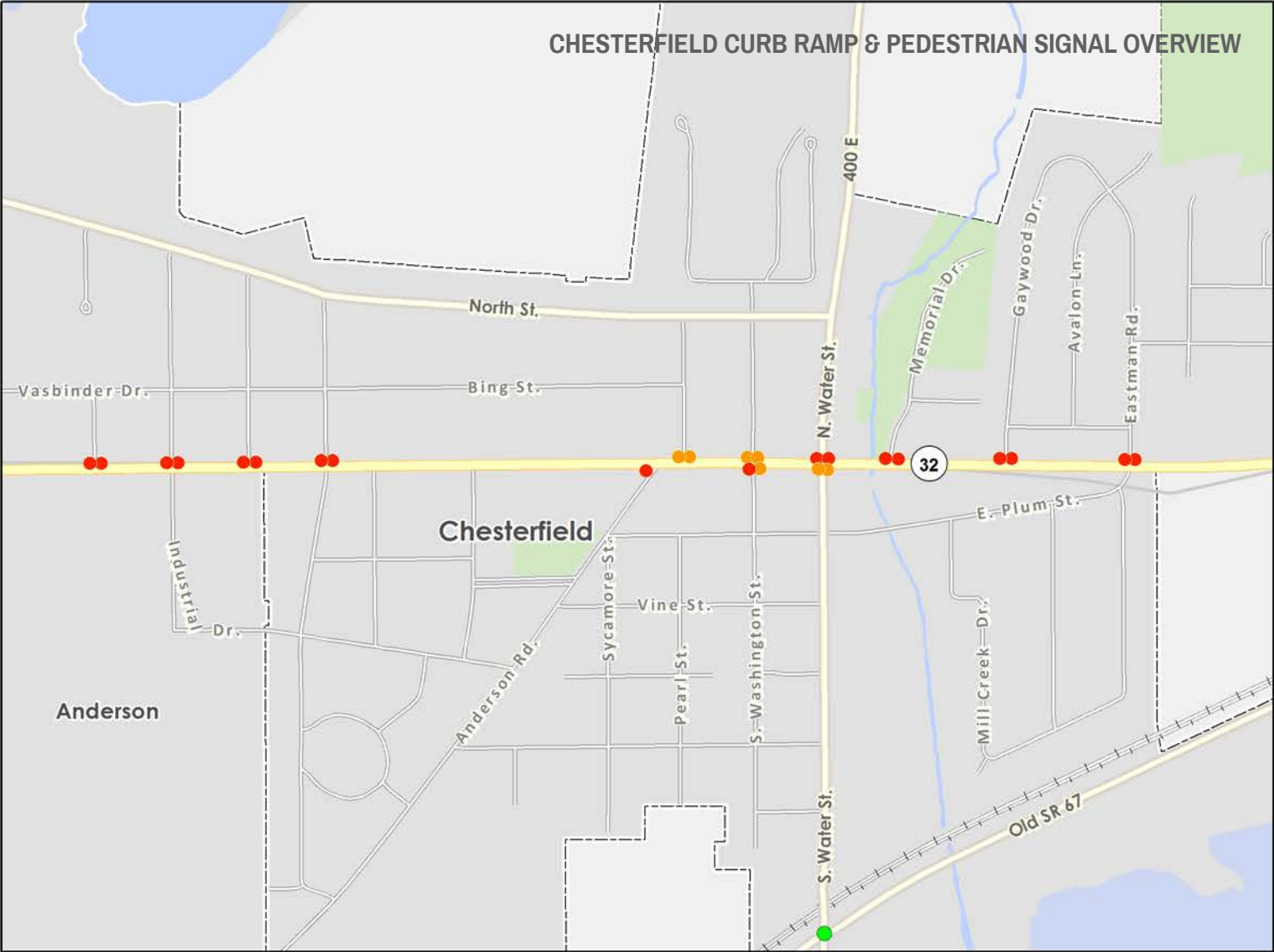
3.5

4- Very Good

5- Excellent



CHESTERFIELD CURB RAMP & PEDESTRIAN SIGNAL OVERVIEW



■ Incorporated Area  
■ County Boundary

1 inch = 730 feet



ADA Ramps	
Rating	
● 1- Very Poor	● 3- Fair
● 2- Poor	● 4- Good
	● 5- Excellent
	● Pedestrian Signals



The background of the page features a collage of geometric shapes in shades of blue and red. In the upper right corner, there is a photograph of a park area with a sign that reads "ESTABLISHED 1991".

# CHAPTER FIVE

## MONITORING & UPDATES

### Transition Plan Management

The Chesterfield Transition Plan is a living document that will receive routine updates. The first update is scheduled to occur one year from the plan's formal adoption and on a four year cycle thereafter. To streamline plan updates and keep the document current and relevant, appendices will be updated annually if new regulation are adopted or new information is available that does not alter the intent of the transition plan. When an appendix update is found to alter the intent of the Chesterfield Transition Plan the appendix and affected section(s) will be opened for public review and comment. The update schedule may be altered at the discretion of Chesterfield based on changes in guidance from the United States Access Board, Federal Policy, and State Policy. The Chesterfield Transition Plan is available for continual public comment on the Chesterfield website at [www.chesterfield.in.gov](http://www.chesterfield.in.gov).

In order to manage the ADA Transition Plan, it is suggested that the ADA Coordinator designate a field inspector(s). The appointed inspectors will be necessary for ensuring that modifications correctly adhere to ADA Codes and Standards. In many cases, the contractor(s) may not be fully aware of ADA Codes and Standards and it is up to the ADA Coordinator and/or inspectors to provide the guidelines for contractors to follow. For a successful plan, it is recommended that ADA Codes and Standards are discussed with contractors before the project and inspections performed both during and after project completion.

Inspections are recommended during:

1. Curb ramp, sidewalk, or public facility construction or rehabilitation undertaken within the jurisdiction of Chesterfield or its contractors

as part of capital improvement projects or other specialized construction projects,

2. Curb ramp, sidewalk, or public facility construction or rehabilitation undertaken by other agencies or private parties within Chesterfield, and
3. Curb ramp, sidewalk, or public facility construction or rehabilitation undertaken as part of the ADA Transition Plan.

Special procedures for all field inspections are recommended to be as follows:

1. Every modification under the jurisdiction of Chesterfield is to be personally inspected by an approved inspector within ten days after the completion of construction. All inspectors are to be appropriately trained to know and understand the ADA Codes and Standards and the measurements necessary to inspect modifications as they are constructed.
2. The inspector is to review and obtain all dimensions using a tape measure, force pressure gauge, and/or level to verify that all dimensions meet or exceed the ADA Codes and Standards.
3. The inspector is to obtain all slopes and gradients using a two-foot to four-foot long Smart-level or equal slope-measurement tool to verify that all slopes and gradients meet or exceed the ADA Codes and Standards.
4. The inspector is to review the physical conditions relating to the installation of all facility, curb ramp, sidewalk, and accessible pedestrian signal modifications to verify that all installations meet or exceed the ADA Codes and Standards.
5. All dimensions, slopes, and other conditions verified in 3 and 4 above are to be entered on approved Inspection Forms and such forms are

to be certified as correct and truthful by the Inspector's signature.

6. Any exceptions to full compliance with the ADA Codes and Standards are to be described on the Inspection Form, certified as a "Finding for Non-compliance Element(s)" by the inspector, reviewed and approved by the Program Manager, and finally approved by the ADA Coordinator or his/her authorized representative.
7. Inspection Forms are to be submitted to the Program Access Coordinator within ten days after the completion of the modification construction.
8. Modifications are to be updated in the GIS database once approved by the ADA Coordinator.

The checklist that was utilized to create the GIS database is included in APPENDIX.INSPECTION FORM for use as the on-site inspection form.

## **Coordination with Public Improvements and Capital Expansion**

For the ADA Transition Plan to be successful, it is important to coordinate modifications with both public improvement and capital expansion projects. It is recommended that Chesterfield utilize improvement projects as an opportunity for ADA compliance and update the Transition Plan accordingly. Improvements should be based on current and future programs including routine curb, gutter, pavement, and sidewalk maintenance; resident requested sidewalk improvements; and private developer construction projects.

Maintaining sidewalk elements in good condition is an essential part of providing access to public rights-of-way. Maintenance problems are usually

identified by pedestrians who report the location to the municipal authorities. However, assessing sidewalks for accessibility should be an integral part of a jurisdiction's maintenance survey programs. Some cities survey and repair all sidewalks in regular cycles. Other cities make or enforce repairs only if a complaint is filed. Sidewalk inspectors typically look for conditions that are likely to inhibit access or cause pedestrians to injure themselves. These include: step separation, badly cracked concrete, settled areas that trap water, tree root damage, and noncompliant driveway flares.

Furthermore, coordinating with private developer construction projects will provide the opportunity to require relevant improvements. The Town of Chesterfield can require construction or improvement of sidewalks, curb ramps, and pedestrian signals as a condition for a building permit on property adjacent to the public right-of-way. Utilizing building permit conditions will increase the amount of modifications that are finished without increasing the financial burden of the community.

Current, as well as future, programs and projects can be addressed in conjunction with ADA modifications to decrease expenses and increase public benefit from resources allotted for barrier removal. Although the Transition Plan sets the schedule for modifications and explains priorities, Chesterfield should review and adjust the plan to reflect capital improvement projects. If a program and/or project impacts the Transition Plan priorities, it will be necessary to re-prioritize facilities for improvement.

## **GIS Data Entry**

Chesterfield will be provided with access to each of the four GIS databases in order to monitor modifications. There are separate GIS maps for each of the four main assessment areas: public facilities, sidewalks, curb ramps, and pedestrian signals. By accessing each of the

maps online, Chesterfield will have the opportunity to assess specific points of interest. Each of the databases was developed as part of the overall ADA Transition Plan process and they contain detailed data for public facilities, sidewalks, curb ramps, and pedestrian signals.

The status of the overall compliance can be tracked and monitored by referencing each database. The final step in the inspection process is to update the GIS databases to indicate approved and completed modifications. This step includes both adjusting current points to updated existing conditions, as well as the creation of new points for areas that were not previously assessed. New points will be necessary for the installation of new curb ramps, sidewalks, pedestrian signals, and public facilities or amenities.

Furthermore, if a modification is inspected and does not meet the ADA Codes and Standards, each database allows recommendations to be submitted. The inspector is to submit the inspection form to the ADA Coordinator and enter the updated information with recommendations for the modifications that are necessary to be compliant. Once the inspection form has been signed by the inspector, the ADA Coordinator can designate who enters the information at his/her discretion.

Updating the databases is an important step in monitoring modifications in specific areas, as well as monitoring the Chesterfield Transition Plan as a whole. Each database was developed to provide a simple solution to tracking ADA compliance, as inspection form data is entered. The database information can be utilized to re-prioritize and monitor modifications consistently. The continual updating of ADA data, as well as ADA Codes and Standards will allow the Transition Plan to be a living document.



# APPENDIX

## Definitions

### Accessible Route

a continuous unobstructed path that connects all accessible elements and spaces of a building or facility; complying with Chapter 4 of ADAAG. Interior accessible routes may include corridors, floors, ramps, elevators, lifts and clear floor space at fixtures. Exterior accessible routes may include parking access aisles, curb ramps, crosswalks at vehicular ways, walks, ramps and lifts.

### ADA

means and refers to the Americans with Disabilities Act as contained and explained in Title 42, Chapter 126 of the United States Code.

### ADAAG

means and refers to the Americans with Disabilities Act Access Guidelines, codified at Appendix A to 28 Code of Federal Regulations Part 36 and at Appendix A to 49 Code of Federal Regulations part 37. “ADAAG Standards” means and refers to physical conditions that meet the new construction and/or alterations standards set forth in the ADAAG guidelines.

## Auxiliary Aids and Services

under Titles II and III of the ADA, includes a wide range of services and devices that promote effective communication or allows access to goods and services. Examples of auxiliary aids and services for individuals who are deaf or hard of hearing include qualified interpreters, notetakers, computer-aided transcription services, written materials, telephone handset amplifiers, assistive listening systems, telephones compatible with hearing aids, closed caption decoders, open and closed captioning, telecommunications devices for deaf persons (TDDs), videotext displays, and exchange of written notes. Examples for individuals with vision impairments include qualified readers, taped texts, audio recordings, Brailled materials, large print materials, and assistance in locating items. Examples for individuals with speech impairments include TDDs, computer terminals, speech synthesizers, and communication boards.

## Complaint

Complaints under Title I must be filed with the EEOC within 180 days of the date of the discrimination, or 300 days if the charge is filed with a designated State or local fair employment practice agency. Lawsuits can only be filed in Federal court after an individual has received a ‘right to sue’ letter from the EEOC.



## **Curb Ramp**

a short ramp cutting through a curb or built up to it.

## **Detectable Warning**

means and refers to truncated domes which provide a tactile surface at the transition between the curb and the street or other hazardous vehicular crossings, assisting pedestrians with Vision Disabilities in determining when they enter the street.

## **Disability**

with respect to an individual: a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.

## **Discrimination on the Basis of Disability**

The Americans with Disabilities Act gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, State and local government services, and telecommunications.

## **Essential Functions**

The minimum required duties and abilities necessary to perform the tasks of the job. Essential functions of a job can often be determined by writing accurate job descriptions to determine which tasks are a major part of the job and which are not. Factors to consider include the percentage of time spent performing those duties, the qualifications required to do these tasks, and whether the job exists in order to have these duties performed.

## **Having a Record of Impairment**

persons who have a history of, or have been classified or misclassified as having, a physical or mental impairment that substantially limits one or more major life activities.

It includes persons who have had a disabling impairment but have recovered in whole or in part and are not now substantially limited. It also includes persons who have been incorrectly classified as having a disability

## **Impairment**

A physical or mental impairment means any physiological disorder, or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genito-urinary, hemic and lymphatic, skin, and endocrine; or any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

## **Major Life Activities**

functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

## **Pedestrian Rights-of-Way (PROW)**

means and refers to all sidewalks, as well as all curb ramps and crosswalks serving such sidewalks, and any other pathways used by pedestrians along public rights of way, including pedestrian pathways through public parking lots.

## **Physical or Mental Impairments**

term used in the ADA definition of disability. Includes any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine; or any mental or psychological disorder, such as an intellectual disability (formerly termed "mental retardation"), organic brain syndrome, emotional or mental illness, and specific learning disabilities.

## **Program Accessibility**

a public entity's services, programs, or activities, when viewed in their entirety, must be readily accessible to and usable by individuals with disabilities. This standard, known as program accessibility, applies to all existing district facilities.

## **Qualified Individual with a Disability**

an individual who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position. The ADA prohibits discrimination on the basis of disability against a qualified individual.

## **Reasonable Accommodation**

changes or adjustments in a work or school site, program, or job that makes it possible for an otherwise qualified employee or student with a disability to perform the duties or tasks required.

## **Record of Impairment**

persons who have a history of, or have been classified or misclassified as having, a physical or mental impairment that substantially limits one or more major life activities; includes persons who have had a disabling impairment but have recovered in whole or in part and are not now substantially limited. It also includes persons who have been incorrectly classified as having a disability

## **Substantial Limitations of Major Life**

### **Activities**

an impairment is substantially limiting when it prevents an individual from performing a major life activity or when it significantly restricts the condition, manner, or duration under which an individual can perform a major life activity.

## **Undue Burden**

with respect to complying with Title II or Title III of the ADA, significant difficulty or expense incurred by a covered entity, when considered in light of certain factors. These factors include: the nature and cost of the action; the overall financial resources of the site or sites involved; the number of persons employed at the site; the effect on expenses and resources; legitimate safety requirements necessary for safe operation, including crime prevention measures; or any other impact of the action on the operation of the site; the geographic separateness, and the administrative or fiscal relationship of the site or sites in question to any parent corporation or entity; if applicable, the overall financial resources of any parent corporation or entity; the overall size of the parent corporation or entity with respect to the number of its employees; the number, type, and location of its facilities; and if applicable, the type of operation or operations of any parent corporation or entity, including the composition, structure, and functions of the workforce of the parent corporation or entity.

**ORDINANCE NO. 2012-10**

AN ORDINANCE AMENDING THE CHESTERFIELD CODE AND ESTABLISHING GRIEVANCE PROCEDURES FOR TITLE II OF THE AMERICANS WITH DISABILITIES ACT.

WHEREAS, in accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the TOWN OF CHESTERFIELD will not discriminate against qualified individuals with disabilities on the basis of disability in its access to services, programs, or activities; and

WHEREAS, the Town Council has determined that it is in the best interests of the citizens of the Town of Chesterfield, and those persons seeking to participate in the Town of Chesterfield programs, services, and activities, to adopt such requirements; and

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF CHESTERFIELD, MADISON COUNTY, INDIANA, as follows:

**Employment**

The TOWN OF CHESTERFIELD does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations as outlined by the U S Equal Employment Opportunity Commission under Title I of the ADA

**Effective Communication**

The TOWN OF CHESTERFIELD will, upon request, provide appropriate aids and services leading to effective participation for people with disabilities to participate equally in the TOWN OF CHESTERFIELD programs, services, and activities. Anyone who requires an auxiliary aid or service for effective participation or modification of policies or procedures to participate in a service, program, or activity, should contact the office of the CLERK-TREASURER of the TOWN OF CHESTERFIELD, INDIANA as soon as possible, but no later than forty-eight (48) hours before the scheduled event.

**Modification to Policies and Procedures**

The CLERK-TREASURER of the TOWN OF CHESTERFIELD will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. The ADA does not require the CLERK-TREASURER of the TOWN OF CHESTERFIELD to take any action that would fundamentally alter the nature of its services or programs or impose an undue financial or administrative burden to the CLERK-TREASURER of the TOWN OF CHESTERFIELD. Grievances regarding a service, program, or activity of the CLERK-TREASURER of the TOWN OF CHESTERFIELD that is not accessible to persons with disabilities should be directed to the office of the CLERK-TREASURER of the TOWN OF CHESTERFIELD, INDIANA) and use the appropriate grievance procedure form.

The TOWN OF CHESTERFIELD will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public, but are not accessible to persons who use wheelchairs.

### **Procedures**

The TOWN OF CHESTERFIELD has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U S Department of Justice regulations implementing Title II of the Americans with Disabilities Act ("ADA"). Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in programs, services, or activities sponsored by a public entity".

#### *Step One: File the Grievance*

Complete the Town of Chesterfield Grievance Form. Grievance Forms will be provided by the CLERK-TREASURER of the TOWN OF CHESTERFIELD or in the ADA Coordinator's office. A grievance may be communicated in writing, by e-mail, by fax or by telephone, but must follow the format of the Town of Chesterfield Grievance Form.

A grievance concerning the accessibility of TOWN OF CHESTERFIELD services, programs or activities should be addressed to:

Town of Chesterfield  
Attn: Clerk-Treasurer  
17 Veterans Blvd., P.O. Box 95  
Chesterfield, Indiana 46017

#### *Step Two: Acknowledgement*

A grievance should be filed within 90 days after the grievant party becomes aware of the alleged violation. The ADA Coordinator will send an acknowledgement of receipt of the grievance within 12 working days.

#### *Step Three: Informal Resolution*

Following the filing of a grievance, the ADA Coordinator shall determine whether, and to what extent, an investigation of the grievance is warranted. Any resulting investigation shall be conducted by the ADA Coordinator or his/her designee. A thorough investigation affords all interested persons and their representatives an opportunity to submit evidence relevant to a grievance. The ADA Coordinator will complete the investigation within 60 calendar days of receipt of the grievance. If appropriate, the ADA Coordinator will arrange to meet with the grievant to discuss the matter and attempt to reach an informal resolution of the grievance. Any informal resolution of the grievance shall be documented in the ADA Coordinator file and the case will be closed.

#### *Step Four: Written determination*

If an informal resolution of the grievance is not reached in Step 3, within 60 calendar days of receipt of the grievance, a written determination as to the validity of the complaint, and description

of the resolution, if appropriate, shall be forwarded by the ADA Coordinator to the Executive Officer for approval.

*Step Five: Final determination and resolution*

The ADA Coordinator shall communicate the determination and resolution to the grievant within 90 calendar days of receipt of the grievance, unless the Executive Officer authorizes additional time for further consideration of the grievance. Any authorized extension of time will be communicated to the grievant. Any request for reconsideration of the response to the grievance shall be at the discretion of the Executive Officer.

If the grievant is not satisfied with the CLERK-TREASURER's handling of the grievance at any stage of the process, or does not wish to file a grievance through the Town of Chesterfield ADA Title II Grievance Procedures, the grievant may file a complaint directly with the U. S. Department of Justice or other appropriate state or federal agency. Use of the Town of Chesterfield grievance procedure is not a prerequisite to the pursuit of other remedies.

The resolution of any specific grievance will require consideration of varying circumstances, such as the specific nature of the disability; the nature of the access to services, programs, or facilities at issue, the essential eligibility requirements for participation; the health and safety of others; and the degree to which an accommodation would constitute a fundamental alteration to the service, program or facility, or cause an undue hardship to the TOWN OF CHESTERFIELD. Accordingly, the resolution by the TOWN OF CHESTERFIELD of any one grievance does not constitute a precedent upon which the TOWN OF CHESTERFIELD is bound or upon which other complaining parties may rely.

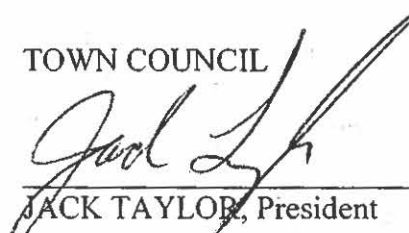
*File Maintenance*

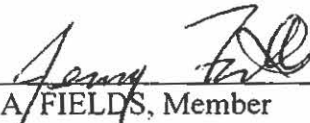
The Town of Chesterfield ADA Coordinator shall maintain ADA Grievance files for three years.

This Ordinance shall become effective upon passage by the Town Council, and publication as provided by law.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF CHESTERFIELD, INDIANA, THIS 3<sup>RD</sup> DAY OF December, 2012.

TOWN COUNCIL

  
\_\_\_\_\_  
JACK TAYLOR, President

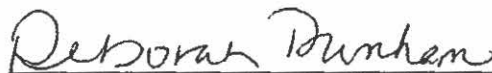
  
JERRY A. FIELDS, Member

  
ROB FREESTONE, Member

  
JAY C. MIER, Member

  
KAREN WILSON, Member

ATTEST:

  
DEBORAH DUNHAM,  
Clerk-Treasurer

Prepared by:

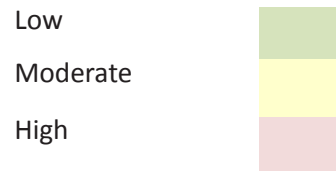
WILLIAM C. KREEGAR  
Town Attorney

Program Contacts / ADA Coordinator

Town of Chesterfield ADA Coordinator:  
Debbie Dunham  
17 Veterans Boulevard  
Chesterfield, Indiana 46017  
(765) 378.3331

Public Facilities

Analysis Priority and Timeline Methodology  
Modification Priority



The color coding classification system defines the necessity of each modification. The years define the timeline for completion of such a modification based on the project difficulty. Therefore, although a modification may be defined as a low priority, it could be designated as a project for completion within any range of time from one to five years. Low priorities that can attain compliance with simple adjustments are defined as a short term project, due for completion within one year. However, some modifications are low priority because they are nearly compliant despite the fact that they would be very difficult to complete and may be defined as a long term project for full compliance. For example, if the path from an accessible parking space to the accessible entrance is 45 inches wide and the standard is 48 inches wide, the priority would be low for modification while the timeline for the project would be five plus years. The time allotted is greater than the usual time for modification because the project is a high cost with very little benefit.



## Public Facility Modifications

Facility: Government Center (Map on page 27)

Item/Location	Standard	Existing Condition	Modification	Years
Parking	At least 1 accessible space per 25 standard spaces and 1 van accessible space in all cases.	2 accessible spaces, both van accessible; closest to entryway; marked with International Symbol of Accessibility; only 55' from entry; accessible pull-up space.	No modifications necessary at this time.	
On-street Parking	Accessible spaces closest to door; space for unloading	No on-street handicap parking.	No modifications necessary at this time.	
Accessible Entrance	Pathway from accessible space to entry free of obstructions, stairs, and min 48" wide	Pathway from accessible space to entry is free of obstructions and stairs, firm/sturdy, and 100" wide	No modifications necessary at this time.	
Clearance and Ramps (ramp to cannon monument)	8.3% max slope, tactile strip, 5x5' top landing, 4x4' bottom landing, and level, contiguous grade break	1% slope; 5x5' landing; perpendicular and contiguous grade break without tactile strip; necessary for handicap access to monument	Install tactile strip.	2-3
Clearance and Ramps (Corner Main and Veterans)	8.3% max slope, tactile strip, 5x5' top landing, 4x4' bottom landing, and level, contiguous grade break	0.90% slope; 5x5' landing; no perpendicular/contiguous grade break; not necessary for handicap access to building; tactile strip 7" from curb	Ensure grade break is level and perpendicular to curb.	3-5
Clearance and Ramps (Parking entry 1 ramp N)	8.3% max slope, tactile strip, 5x5' top landing, 4x4' bottom landing, and level, contiguous grade break	13.5% slope; 5x5' landing; perpendicular and contiguous grade break without tactile strip; not necessary for handicap access to building	Decrease ramp slope; install tactile strip.	3-5
Clearance and Ramps (Parking entry 1 ramp S)	8.3% max slope, tactile strip, 5x5' top landing, 4x4' bottom landing, and level, contiguous grade break	7.2% slope; 5x5' landing; perpendicular and contiguous grade break without tactile strip; not necessary for handicap accessibility	No modifications necessary at this time.	
Clearance and Ramps (Parking entry 2 ramp N)	8.3% max slope, tactile strip, 5x5' top landing, 4x4' bottom landing, and level, contiguous grade break	8.9% slope; 5x5' landing; no perpendicular and contiguous grade break; not necessary for handicap accessibility; no tactile strip	Decrease slope; ensure grade break is level and perpendicular to curb.	3-5
Clearance and Ramps (Sidewalk ramp to front door)	8.3% max slope, tactile strip, 5x5' top landing, 4x4' bottom landing, and level, contiguous grade break	10.9% slope; 5x5' landing; perpendicular and contiguous grade break without tactile strip; necessary for handicap accessibility	Decrease slope; install tactile strip.	2-3

## APPENDIX.PUBLIC FACILITY MODIFICATIONS

Entrance	Accessible entry available and marked, including on all inaccessible entries. Min door width 32", max threshold 0.5", usable with closed fist.	No accessible entry; door opening width 34", 36"+ pull-side clearance, 0.25" threshold, 36" high door handle that is operable with a closed fist. Door requires more than 5 lbs. of force to open.	Reduce door weight/resistance; then mark as an accessible entry.	1-2
Access to Services (outdoor access to cannon statue)	Access to all public spaces from accessible path of travel, directly accessible, and min path width of 36".	Directly accessible from parking lot, 54" wide route.	No modifications necessary at this time.	
Access to Services (side-walk)	Access to all public spaces from accessible path of travel, directly accessible, and min path width of 36".	Directly accessible from parking lot, 54" wide route.	No modifications necessary at this time.	
Access to Services (main lobby)	Access to all public spaces from accessible path of travel, directly accessible, and min path width of 36".	Directly accessible route and direct access to all public spaces, 82" wide route.	No modifications necessary at this time.	
Floors (town council meeting room)	Flooring must be securely attached at the edges, with thresholds max 0.5", max 48" reach heights, max 7" riser height and 11" step depth.	Flooring is securely attached at the edges, with threshold 0.5".	No modifications necessary at this time.	
Floors (Utility/clerk's office)	Flooring must be securely attached at the edges, with thresholds max 0.5", max 48" reach heights, max 7" riser height and 11" step depth.	Flooring is securely attached at the edges, with threshold 0.25".	No modifications necessary at this time.	
Floors (main lobby)	Flooring must be securely attached at the edges, with thresholds max 0.5", max 48" reach heights, max 7" riser height and 11" step depth.	Flooring is securely attached at the edges, with threshold 0.75".	Lower threshold.	1-2
Floors (police dept.)	Flooring must be securely attached at the edges, with thresholds max 0.5", max 48" reach heights, max 7" riser height and 11" step depth.	Flooring is securely attached at the edges, with no threshold.	No modifications necessary at this time.	

Doors (town council meeting room)	Max 5 lbs. force to open and 48" door handle, min 32" door opening, 18" wall space on pull-side of door, and door handle operable with closed fist.	Requires more than 5 lbs. of force to open; door width 34"; 18"+ of wall clearance; door handle 40" high and operable with closed fist.	Reduce weight/resistance.	1
Doors (Utility/ clerk's office)	Max 5 lbs. force to open and 48" door handle, min 32" door opening, 18" wall space on pull-side of door, and door handle operable with closed fist.	Requires more than 5 lbs. of force to open; door width 33"; 18"+ of wall clearance; door handle 41" high and operable with closed fist.	Reduce weight/resistance.	1
Doors (police dept.)	Max 5 lbs. force to open and 48" door handle, min 32" door opening, 18" wall space on pull-side of door, and door handle operable with closed fist.	Requires more than 5 lbs. of force to open; door width 36"; 18"+ of wall clearance; door handle 40" high and operable with closed fist.	Reduce weight/resistance.	1
Seats, Tables, Counters (town council meeting room)	Space available for wheel-chair seating, counter and table height 28-34", knee height min 27"	Non-fixed seating allows for wheel-chair seating evenly spaced around room.	No modifications necessary at this time.	
Seats, Tables, Counters (Utility/clerk's office)	Space available for wheel-chair seating, counter and table height 28-34", knee height min 27"	42" counter height	Provide 28-34" high counter or alternative programmatic function.	2-3
Seats, Tables, Counters (dispatch window in lobby)	Space available for wheel-chair seating, counter and table height 28-34", knee height min 27"	40" counter height	Provide 28-34" high counter or alternative programmatic function.	2-3
Seats, Tables, Counters (Police counter)	Space available for wheel-chair seating, counter and table height 28-34", knee height min 27"	40" counter height	Provide 28-34" high counter or alternative programmatic function.	2-3

## APPENDIX.PUBLIC FACILITY MODIFICATIONS

Restrooms	Accessible bathroom available and marked with International Handicapped Symbol, min 32" door opening, 48" max door handle, min 36" path to fixtures, max 5 lbs. door force, 5x5' stall, grab bars, 17-19" toilet seat height. Sinks have clear space 30x48", max depth 19", max height 34", min 29" apron, min 17" knee depth, max 48" high soap/dryer, max 40" high mirror.	Customer and ADA accessible restroom available and marked with signage; 35" door width, 40" high door handle that is operable with closed fist; 67" path to fixtures; door force requires less than 5 lbs.; 5x5' restroom with grab bars; toilet seat 18"; sink 18" deep; 34" tall; 31" to apron; operable with closed fist; 40" to bottom edge of mirror; paper towel outside of height reach limit.	Lower paper towel to within 48" reach from the ground.	1
-----------	--	---	--	---

**Facility: Millcreek Civic Center (Map on page 27)**

Item/Location	Standard	Existing Condition	Modification	Years
Parking	At least 1 accessible space per 25 standard spaces and 1 van accessible space in all cases.	4 accessible spaces, 3 van accessible; closest to entryway; marked with International Symbol of Accessibility; 33' from entry.	No modifications necessary at this time.	
On-street Parking	Accessible spaces closest to door; space for unloading	No on-street parking available.	No modifications necessary at this time.	
Accessible Entrance	Pathway from accessible space to entry free of obstructions, stairs, and min 48" wide	Pathway from accessible space to entry is free of obstructions and stairs, firm/sturdy, and 53" wide	No modifications necessary at this time.	
Clearance and Ramps (To Civic Center From Inside Gov't Center)	8.3% max slope, tactile strip, 5x5' top landing, 4x4' bottom landing, and level, contiguous grade break	6.3% slope, 5x5' landing, 4x4' bottom landing, and level, contiguous grade break	No modifications necessary at this time	
Entrance (From Parking Lot)	Accessible entry available and marked, including on all inaccessible entries. Min door width 32", max threshold 0.5", usable with closed fist.	No accessible entrance; door opening width 32", 18"+ pull-side clearance, 0.5" threshold, handle 37" high and operable with a closed fist. Requires greater than 5 lbs. of force to open and has a 1" tall doormat.	Exchange doormat to be 0.5" high at most; reduce door weight/resistance.	1
Entrance (South)	Accessible entry available and marked, including on all inaccessible entries. Min door width 32", max threshold 0.5", usable with closed fist.	No accessible entrance; door opening width 34", 18"+ pull-side clearance, 0.5" threshold, handle 37" high and operable with a closed fist.	Mark as accessible entrance.	1
Access to Services (Hallway to Council Chambers)	Access to all public spaces from accessible path of travel, directly accessible, and min path width of 36".	Direct accessibility, All public spaces accessible from path of travel, path width of 91"	No modifications necessary at this time	
Access to Services (South side hallway)	Access to all public spaces from accessible path of travel, directly accessible, and min path width of 36".	Direct accessibility, All public spaces accessible from path of travel, path width of 117"	No modifications necessary at this time	
Access to Services (Hallway to meeting rooms)	Access to all public spaces from accessible path of travel, directly accessible, and min path width of 36".	Direct accessibility, all public spaces accessible from path of travel, path width of 105"	No modifications necessary at this time	

## APPENDIX.PUBLIC FACILITY MODIFICATIONS

Access to Services (Food Line access path)	Access to all public spaces from accessible path of travel, directly accessible, and min path width of 36".	Direct accessibility, all public spaces accessible from path of travel, path width of 60"	No modifications necessary at this time	
Access to Services (Room 16)	Access to all public spaces from accessible path of travel, directly accessible, and min path width of 36".	Direct accessibility, all public spaces accessible from path of travel, path width of 36"	No modifications necessary at this time	
Access to Services (Room 19)	Access to all public spaces from accessible path of travel, directly accessible, and min path width of 36".	Direct accessibility, all public spaces accessible from path of travel, path width of 36"	No modifications necessary at this time	
Access to Services (Room 20)	Access to all public spaces from accessible path of travel, directly accessible, and min path width of 36".	Direct accessibility, all public spaces accessible from path of travel, path width of 54"	No modifications necessary at this time	
Floors (Civics Center Food Line)	Flooring must be securely attached at the edges, with thresholds max 0.5", max 48" reach heights, max 7" riser height and 11" step depth.	Flooring securely attached at edge	No modifications necessary at this time	
Floors (Hallway in Civics Center)	Flooring must be securely attached at the edges, with thresholds max 0.5", max 48" reach heights, max 7" riser height and 11" step depth.	Flooring securely attached at edge	No modifications necessary at this time	
Doors (Gymnasium)	Max 5 lbs. force to open and 48" door handle, min 32" door opening, 18" wall space on pull-side of door, and door handle operable with closed fist.	Doors require more than 5 lbs. of force to open; 38" door handle, 36" door opening, 36" wall space on pull-side of door; door handle not operable with closed fist	Reduce weight/resistance; replace handle to be operable with a closed fist	1
Doors (Room 19)	Max 5 lbs. force to open and 48" door handle, min 32" door opening, 18" wall space on pull-side of door, and door handle operable with closed fist.	Door does not require more than 5 lbs. of force to open; 41" door handle; 34" door opening, 7" wall space on pull-side of door; door handle not operable with closed fist	Increase pull-side wall clearance (switch opening direction); replace handle to be operable with a closed fist.	1-2

Doors (Room 20)	Max 5 lbs. force to open and 48" door handle, min 32" door opening, 18" wall space on pull-side of door, and door handle operable with closed fist.	Door does not require more than 5 lbs. of force to open; 41" door handle; 34" door opening, 8" wall space on pull-side of door; door handle not operable with closed fist	Increase pull-side wall clearance (switch opening direction); replace handle to be operable with a closed fist.	1-2
Doors (At top of Ramp)	Max 5 lbs. force to open and 48" door handle, min 32" door opening, 18" wall space on pull-side of door, and door handle operable with closed fist.	Door requires more than 5 lbs. of force to open; 39" door handle; 64" door opening; 16" wall space on pull-side of door; door handle operable with closed fist	Reduce weight/resistance; increase pull-side wall clearance (switch opening direction).	1-2
Doors (Room 16)	Max 5 lbs. force to open and 48" door handle, min 32" door opening, 18" wall space on pull-side of door, and door handle operable with closed fist.	Door does not require more than 5 lbs. force to open; 41" door handle; 34" door opening; 2" wall space on pull-side of door; door handle not operable with closed fist	Increase pull-side wall clearance (switch opening direction); replace handle to be operable with a closed fist.	1-2
Doors (Door to Kitchen)	Max 5 lbs. force to open and 48" door handle, min 32" door opening, 18" wall space on pull-side of door, and door handle operable with closed fist.	Door does not require more than 5 lbs. force to open; 41" door handle; 34" door opening; 36" wall space on pull-side of door; door handle operable with closed fist	No modifications necessary at this time	
Doors (Room 17, locked)	Max 5 lbs. force to open and 48" door handle, min 32" door opening, 18" wall space on pull-side of door, and door handle operable with closed fist.	40" door handle; 35" door opening; 6" wall space on pull-side of door; door handle not operable with closed fist	Increase pull-side wall clearance (switch opening direction); replace handle to be operable with a closed fist.	1-2
Doors (Room 18, locked)	Max 5 lbs. force to open and 48" door handle, min 32" door opening, 18" wall space on pull-side of door, and door handle operable with closed fist.	40" door handle; 35" door opening; 6" wall space on pull-side of door; door handle not operable with closed fist	Increase pull-side wall clearance (switch opening direction); replace handle to be operable with a closed fist.	1-2
Doors (To Old Gym)	Max 5 lbs. force to open and 48" door handle, min 32" door opening, 18" wall space on pull-side of door, and door handle operable with closed fist.	Requires more than 5 lbs. force to open; 40" door handle; 34" door opening; 36" wall space; handle operable with closed fist	Reduce weight/resistance	1



## APPENDIX.PUBLIC FACILITY MODIFICATIONS

Doors (Double Door Entrance to Hallway)	Max 5 lbs. force to open and 48" door handle, min 32" door opening, 18" wall space on pull-side of door, and door handle operable with closed fist.	Requires more than 5 lbs. force to open; 40" door handle; 69" door opening; 36" wall space; handle operable with closed fist	Reduce weight/resistance	1
Seats, Tables, Counters (Gymnasium)	Space available for wheelchair seating, counter and table height 28-34", knee height min 27"	No spaces for wheelchair spaces in fixed seating.	Provide designated area(s) for wheelchair seating.	2-3
Seats, Tables, Counters (Friends Galley Counter)	Space available for wheelchair seating, counter and table height 28-34", knee height min 27"	44" counter height.	Provide 28-34" high counter or alternative programmatic function.	2-3
Seats, Tables, Counters (Counter of Food Line)	Space available for wheelchair seating, counter and table height 28-34", knee height min 27"	36" counter height.	Provide 28-34" high counter or alternative programmatic function.	2-3
Drinking Fountain (By Accessible Bathroom)	Clear space 30x48", max sink depth 19", max fountain height 36", min 27" apron, min 8" knee depth, operable with closed fist.	Clear space, sink depth 12", fountain height 33", apron 27", operable with closed fist	No modifications necessary at this time.	
Drinking Fountain (By Old Gym)	Clear space 30x48", max sink depth 19", max fountain height 36", min 27" apron, min 8" knee depth, operable with closed fist.	Clear space, sink depth 12", fountain height 33", apron 28", operable with closed fist	No modifications necessary at this time.	
Restrooms (Unisex - West Wing)	Accessible bathroom available and marked with International Handicapped Symbol, min 32" door opening, 48" max door handle, min 36" path to fixtures, max 5 lbs. door force, 5x5' stall, grab bars, 17-19" toilet seat height. Sinks have clear space 30x48", max depth 19", max height 34", min 29" apron, min 17" knee depth, max 48" high soap/dryer, max 40" high mirror.	Accessible restroom available and marked with International Symbol of Accessibility; 35" door width; door requires less than 5 lbs. force to open; door handle 40" high and operable with closed fist; 70" wide path to fixtures; 5x5' clearance; grab bars installed; toilet seat 18" high. Sink clearance greater than 30x48"; 15" sink depth; 17" knee depth; 34" sink height; 31" sink apron; soap/dryer reachable; mirror 41" high.	Lower mirror at least 1".	1

Restrooms (Unisex - East Wing)	Accessible bathroom available and marked with International Handicapped Symbol, min 32" door opening, 48" max door handle, min 36" path to fixtures, max 5 lbs. door force, 5x5' stall, grab bars, 17-19" toilet seat height. Sinks have clear space 30x48", max depth 19", max height 34", min 29" apron, min 17" knee depth, max 48" high soap/dryer, max 40" high mirror.	Accessible restroom available and marked with International Symbol of Accessibility; 35" door width; door requires less than 5 lbs. force to open; door handle 40" high and operable with closed fist; 67" wide path to fixtures; 5x5' clearance; grab bars installed; toilet seat 18" high. Sink clearance greater than 30x48"; 15" sink depth; 18" knee depth; 34" sink height; 31" sink apron; soap/dryer reachable; mirror 40" high.	No modifications necessary at this time.	
-----------------------------------	--	--	--	--

**Facility: Walbridge Acres Park (Map on page 28)**

Item/Location	Standard	Existing Condition	Modification	Years
Parking (Basketball court)	At least 1 accessible space per 25 standard spaces and 1 van accessible space in all cases.	No accessible spaces; no pull up space	Provide/mark at least 1 van accessible space closest to entry.	1-2
Parking (Baseball fields)	At least 1 accessible space per 25 standard spaces and 1 van accessible space in all cases.	No accessible spaces; no pull up space	Provide/mark at least 1 van accessible space for each ball field parking area closest to entry.	1-2
Access to Services	Access to all public spaces from accessible path of travel, directly accessible, and min path width of 36".	No access path to basketball court, play equipment, or baseball fields.	Install path at least 36" wide to all services.	2-3
Access to Services (Restrooms)	Access to all public spaces from accessible path of travel, directly accessible, and min path width of 36".	Path to restrooms directly accessible and 16" wide.	Increase path width to at least 36".	2-3
Access to Services (to Shelter)	Access to all public spaces from accessible path of travel, directly accessible, and min path width of 36".	Path to shelter directly accessible and 59" wide.	No modifications necessary at this time.	
Seats, Tables, Counters (picnic tables)	Space available for wheelchair seating, counter and table height 28-34", knee height min 27"	No space for wheelchair seating; table 31" high, knee height 29", knee depth 21"	Provide at least 1 handicap accessible picnic table with wheelchair seating space per shelter/pavilion.	1-2
Restrooms (Men's)	Accessible bathroom available and marked with International Handicapped Symbol, min 32" door opening, 48" max door handle, min 36" path to fixtures, max 5 lbs. door force, 5x5' stall, grab bars, 17-19" toilet seat height. Sinks have clear space 30x48", max depth 19", max height 34", min 29" apron, min 17" knee depth, max 48" high soap/dryer, max 40" high mirror.	Accessible restroom available and marked with International Symbol of Accessibility; 48" door width; door requires less than 5 lbs. force to open; door handle 41" high and not operable with closed fist; 86" wide path to fixtures; 5x5' clearance; grab bars not installed; toilet seat 17" high. Sink clearance greater than 30x48"; 12" sink depth; 17" knee depth; 33" sink height; 28" sink apron; sink not operable with a closed fist; soap/dryer not reachable.	Provide sign with International Symbol of Accessibility; replace door handle to be operable with a closed fist; install grab bars; raise sink/sink apron 1"; replace sink hardware to be operable with a closed fist; lower soap/dryer to be within 48" high.	2-3

Restrooms (Women's)	Accessible bathroom available and marked with International Handicapped Symbol, min 32" door opening, 48" max door handle, min 36" path to fixtures, max 5 lbs. door force, 5x5' stall, grab bars, 17-19" toilet seat height. Sinks have clear space 30x48", max depth 19", max height 34", min 29" apron, min 17" knee depth, max 48" high soap/dryer, max 40" high mirror.	Accessible restroom available and marked with International Symbol of Accessibility; 64" door width; door requires less than 5 lbs. force to open; door handle 41" high and not operable with closed fist; 55" wide path to fixtures; 5x5' clearance; grab bars installed; toilet seat 19" high. Sink clearance greater than 30x48"; 12" sink depth; 17" knee depth; 33" sink height; 29" sink apron; soap/dryer reachable.	Provide sign with International Symbol of Accessibility; replace door handle to be operable with a closed fist; install grab bars; replace sink hardware to be operable with a closed fist.	2-3
------------------------	--	---	---	-----

## Facility: Millcreek Park (Map on page 27)

Item/Location	Standard	Existing Condition	Modification	Years
Parking	At least 1 accessible space per 25 standard spaces and 1 van accessible space in all cases.	No accessible spaces; no van accessible spaces.	Install/mark at least 1 van accessible space closest to the entry.	1-2
Accessible Entrance	Pathway from accessible space to entry free of obstructions, stairs, and min 48" wide	Pathway from parking is free of obstructions, firm/sturdy, and 60" wide.	No modifications necessary at this time.	
Clearance and Ramps (From town hall)	8.3% max slope, tactile strip, 5x5' top landing, 4x4' bottom landing, and level, contiguous grade break	0.5% slope, no tactile strip, 5x5' top landing, 4x4' bottom landing, and level contiguous grade break; necessary for access from town hall.	No modifications necessary at this time.	
Clearance and Ramps (From town hall parking)	8.3% max slope, tactile strip, 5x5' top landing, 4x4' bottom landing, and level, contiguous grade break	11.5% slope, no tactile strip, 5x5' top landing, 4x4' bottom landing, and level contiguous grade break; necessary for access from town hall parking	Decrease slope and install tactile strip.	2-3
Access to Services (path to skate park)	Access to all public spaces from accessible path of travel, directly accessible, and min path width of 36".	Path directly accessible, 59" wide route	No modifications necessary at this time.	
Access to Services	Access to all public spaces from accessible path of travel, directly accessible, and min path width of 36".	No access to basketball court or shelters	Install path at least 36" wide to all services.	2-3
Visual Characteristics (Skate park Guidelines)	Contrasting background and lettering, non-script typeface, non-glare finish, with Braille	Letters and background do not contrast; sign finish is not non-glare; lettering is not script; no braille, but lettering is raised	Install sign with non-glare finish and contrasting lettering.	2-3
Seats, Tables, Counters (Skate park picnic table)	Space available for wheelchair seating, counter and table height 28-34", knee height min 27"	No space for wheelchair seating; table 24" high, knee height 23", knee depth 12"	Provide at least 1 handicap accessible picnic table with wheelchair seating space per shelter.	1-2
Seats, Tables, Counters (Shelter picnic tables)	Space available for wheelchair seating, counter and table height 28-34", knee height min 27"	No space for wheelchair seating; table 30" high, knee height 28", knee depth 22"		1-2

**Facility: Makepeace Park (Map on page 29)**

Item/Location	Standard	Existing Condition	Modification	Years
Parking	At least 1 accessible space per 25 standard spaces and 1 van accessible space in all cases.	No accessible spaces marked; no van accessible spaces marked.	Mark at least 1 van accessible space closest to the entry in each parking lot.	1-2
Accessible Entrance	Pathway from accessible space to entry free of obstructions, stairs, and min 48" wide	Pathway from parking is free of obstructions and stairs, firm/sturdy and 55" wide.	No modifications necessary at this time.	
Access to Services (playground)	Access to all public spaces from accessible path of travel, directly accessible, and min path width of 36".	No path to playground equipment	Install paths at least 36" wide to all amenities within facility.	2-3
Restrooms	Accessible bathroom available and marked with International Handicapped Symbol, min 32" door opening, 48" max door handle, min 36" path to fixtures, max 5 lbs. door force, 5x5' stall, grab bars, 17-19" toilet seat height. Sinks have clear space 30x48", max depth 19", max height 34", min 29" apron, min 19" knee depth, max 48" high soap/dryer, max 40" high mirror.	Restrooms available but chained shut.		

**Facility: Chesterfield-Union Township Fire Department (Map on page 30)**

Item/Location	Standard	Existing Condition	Modification	Years
Parking	At least 1 accessible space per 25 standard spaces and 1 van accessible space in all cases.	2 accessible spaces, no van accessible; closest to entryway; marked with International Symbol of Accessibility; 55' from entry.	No modifications necessary at this time.	
Accessible Entrance	Pathway from accessible space to entry free of obstructions, stairs, and min 48" wide	Pathway from accessible space to entry is free of obstructions and stairs, firm/sturdy, and 51" wide	No modifications necessary at this time.	
Clearance and Ramps (1 <sup>st</sup> level)	8.3% max slope, tactile strip, 5x5' top landing, 4x4' bottom landing, and level, contiguous grade break	10.8% slope; 5x5' landing; perpendicular and contiguous grade break without tactile strip; necessary for access to building	Decrease ramp slope.	2-3
Ramp Rails (1 <sup>st</sup> level)	Ramps longer than 6' have rails on both sides 34-38" high; path between rails at least 48" wide; handrail 4-6" perimeter; ramps must be non-slip	Rails on both sides of the ramp, 32" high; path 49" wide; non-slip; 6" handrail perimeter	No modifications necessary at this time.	
Clearance and Ramps (2 <sup>nd</sup> level)	8.3% max slope, tactile strip, 5x5' top landing, 4x4' bottom landing, and level, contiguous grade break	3.7% slope; 5x5' landing; perpendicular and contiguous grade break without tactile strip; necessary for handicap access to monument	No modifications necessary at this time.	
Ramp Rails (2 <sup>nd</sup> level)	Ramps longer than 6' have rails on both sides 34-38" high; path between rails at least 48" wide; handrail 4-6" perimeter; ramps must be non-slip	Rail only on one side, 32" high; path 55" wide; non-slip; 6" handrail perimeter	Additional railing necessary.	2-3
Entrance	Accessible entry available and marked, including on all inaccessible entries. Min door width 32", max threshold 0.5", usable with closed fist.	Accessible entry not marked; door opening width 32", 34" pull side clearance, 0.5" threshold, 37" high door handle that is operable with a closed fist; door requires more than 5 lbs. of force to open. 0.25" door-mat; must buzz to be let in.	Mark door as accessible.	1
Access to Services (entry)	Access to all public spaces from accessible path of travel, directly accessible, and min path width of 36".	Directly accessible, with access to all public spaces, 80" wide path.	No modifications necessary at this time.	



Access to Services (hall to restroom)	Access to all public spaces from accessible path of travel, directly accessible, and min path width of 36".	Directly accessible, with access to all public spaces; 46" wide path.	No modifications necessary at this time.	
Access to Services (garage path)	Access to all public spaces from accessible path of travel, directly accessible, and min path width of 36".	Directly accessible, with access to all public spaces; 58" wide path.	No modifications necessary at this time.	
Floors (entry wait)	Flooring must be securely attached at the edges, with thresholds max 0.5", max 48" reach heights, max 7" riser height and 11" step depth.	Buzzer 55" high; step risers 6" high; handrail 6" perimeter	Lower buzzer to at most 48" high.	2-3
Floors (main hallway)	Flooring must be securely attached at the edges, with thresholds max 0.5", max 48" reach heights, max 7" riser height and 11" step depth.	Flooring securely attached at the edges; thresholds 0.25" high	No modifications necessary at this time.	
Floors (garage to hallway transition)	Flooring must be securely attached at the edges, with thresholds max 0.5", max 48" reach heights, max 7" riser height and 11" step depth.	Flooring is securely attached at the edges, with threshold 0.5".	No modifications necessary at this time.	
Doors (offices)	Max 5 lbs. force to open and 48" door handle, min 32" door opening, 18" wall space on pull side of door, and door handle operable with closed fist.	Requires less than 5 lbs. of force to open; door width 35"; 18"+ of wall clearance; door handle 40" high and operable with closed fist.	No modifications necessary at this time.	
Doors (garage)	Max 5 lbs. force to open and 48" door handle, min 32" door opening, 18" wall space on pull side of door, and door handle operable with closed fist.	Requires more than 5 lbs. of force to open; door width 32"; 18"+ of wall clearance; door handle 37" high and operable with closed fist.	Reduce weight/resistance.	1
Visual Characteristics	Contrasting background and lettering, non-script typeface, non-glare finish, with Braille	Sign finish has slight glare; letters and background do contrast and are not script; no braille lettering	Include braille for signage; use non-glare finish	2-3

## APPENDIX.PUBLIC FACILITY MODIFICATIONS

Seats, Tables, Counters (Training/meeting room tables)	Space available for wheelchair seating, counter and table height 28-34", knee height min 27"	42" width of aisles; spaces available for wheelchair seating but not designated; 29" table height; 28" knee height; 19" knee depth	No modifications necessary at this time.	
Drinking Fountain	Clear space 30x48", max sink depth 19", max fountain height 34", min 29" apron, min 19" knee depth, operable with closed fist.	Drinking fountain 33" high; 28" high fountain apron; operable with a closed fist; knee depth 9"; does not operate	Raise fountain 1"	2-3
Restroom (inside)	Accessible bathroom available and marked with International Handicapped Symbol, min 32" door opening, 48" max door handle, min 36" path to fixtures, max 5 lbs. door force, 5x5' stall, grab bars, 17-19" toilet seat height. Sinks have clear space 30x48", max depth 19", max height 34", min 29" apron, min 19" knee depth, max 48" high soap/dryer, max 40" high mirror.	Accessible restroom available and marked with International Symbol of Accessibility; 35" door width; door requires less than 5 lbs. force to open; door handle 40" high and operable with closed fist; 63" wide path to fixtures; 5x5' clearance; grab bars installed; toilet seat 18" high. Sink clearance greater than 30x48"; 14" sink depth; 17" knee depth; 33" sink height; 31" sink apron; soap/dryer reachable; mirror 40" high	No modifications necessary at this time.	
Restroom (outside)	Accessible bathroom available and marked with International Handicapped Symbol, min 32" door opening, 48" max door handle, min 36" path to fixtures, max 5 lbs. door force, 5x5' stall, grab bars, 17-19" toilet seat height. Sinks have clear space 30x48", max depth 19", max height 34", min 29" apron, min 19" knee depth, max 48" high soap/dryer, max 40" high mirror.	Accessible restroom available and marked with International Symbol of Accessibility; 35" door width; door requires less than 5 lbs. force to open; door handle 40" high and operable with closed fist; 63" wide path to fixtures; 5x5' clearance; grab bars installed; toilet seat 17" high. Sink clearance greater than 30x48"; 14" sink depth; 17" knee depth; 33" sink height; 31" sink apron; soap/dryer reachable; mirror 40" high	No modifications necessary at this time.	

## Public Facility Inspection

Selected sections applicable to specific modifications being assessed/re-assessed must be filled out and submitted within ten days of modification completion.

<b>Parking</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Facility	_____	_____	_____	_____
Number of Accessible Spaces	_____	_____	_____	_____
Number of Van Accessible Spaces	_____	_____	_____	_____
Are the accessible spaces closest to the entrance?	_____	_____	_____	_____ (Yes/No)
Are accessible spaces marked?	_____	_____	_____	_____ (Yes/No)
Distance from accessible parking to entrance	_____	_____	_____	_____
Is there a pull-up space?	_____	_____	_____	_____ (Yes/No)
Are accessible aisles marked?	_____	_____	_____	_____ (Yes/No)
Notes	<b>1</b>	_____		
	<b>2</b>	_____		
	<b>3</b>	_____		
	<b>4</b>	_____		

<b>On-Street Parking</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Facility	_____	_____	_____	_____
On-street accessible spaces available?	_____	_____	_____	_____ (Yes/No)
Is on-street parking clear of obstacles for van lifts?	_____	_____	_____	_____ (Yes/No)
Notes	<b>1</b>	_____		
	<b>2</b>	_____		
	<b>3</b>	_____		
	<b>4</b>	_____		

**Accessible Entrance**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Facility	_____	_____	_____	_____
Path to entrance without stairs?	_____	_____	_____	_____ (Yes/No)
Path firm/sturdy?	_____	_____	_____	_____ (Yes/No)
Width of Path (w/o curb)	_____	_____	_____	_____ (inches)
Width of Median	_____	_____	_____	_____ (inches)
Width of Curb cut	_____	_____	_____	_____ (inches)
Notes	<b>1</b>	_____		
	<b>2</b>	_____		
	<b>3</b>	_____		
	<b>4</b>	_____		

**Entrance**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Facility	_____	_____	_____	_____
Is there a handicap entrance?	_____	_____	_____	_____ (Yes/No)
Do inaccessible entries have signs directing to handicap entrance?	_____	_____	_____	_____ (Yes/No)
Independent handicap entrance?	_____	_____	_____	_____ (Yes/No)
Door opening width	_____	_____	_____	_____ (inches)
Pull-side wall space	_____	_____	_____	_____ (inches)
Threshold height	_____	_____	_____	_____ (inches)
Height of door handle	_____	_____	_____	_____ (inches)
Handle usable with a closed fist?	_____	_____	_____	_____ (Yes/No)
Doormat	_____	_____	_____	_____ (inches)
Door force <5 lbs.	_____	_____	_____	_____ (Yes/No)
Notes	<b>1</b>	_____		
	<b>2</b>	_____		
	<b>3</b>	_____		
	<b>4</b>	_____		

## Access to Services

Facility

1

2

3

4

Main floor, lobby, or elevator  
directly accessible?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Yes/No)

All public spaces on accessible  
path of travel?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Yes/No)

Width of accessible route

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (inches)

Notes

1

2

3

4

## Doors

Facility

1

2

3

4

Door opening width

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (inches)

Pull-side wall space

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (inches)

Door force <5 lbs.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Yes/No)

Height of door handle

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (inches)

Handle usable with a closed fist?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Yes/No)

Notes

1

2

3

4

## Floors

Facility

1

2

3

4

Securely attached at edges?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Yes/No)

Height of reach

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (inches)

Height of step risers

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (inches)

Handrail perimeter

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (inches)

Threshold height

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (inches)

Notes

1

2

3

4



**Visual Characteristics**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Facility	_____	_____	_____	_____
Non-glare finish?	_____	_____	_____	_____ (Yes/No)
Letters and background contrast?	_____	_____	_____	_____ (Yes/No)
Not script?	_____	_____	_____	_____ (Yes/No)
Also in braille?	_____	_____	_____	_____ (Yes/No)
Notes	<b>1</b>	_____		
	<b>2</b>	_____		
	<b>3</b>	_____		
	<b>4</b>	_____		

**Seats, Tables, and Counters**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Facility	_____	_____	_____	_____
Width of fixed seating aisles	_____	_____	_____	_____ (inches)
Spaces for wheelchair seating?	_____	_____	_____	_____ (Yes/No)
Counter and table height	_____	_____	_____	_____ (inches)
Knee height	_____	_____	_____	_____ (inches)
Knee width	_____	_____	_____	_____ (inches)
Knee depth	<b>1</b>	_____		
Notes	<b>2</b>	_____		
	<b>3</b>	_____		
	<b>4</b>	_____		

**Restrooms**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Facility	_____	_____	_____	_____
Customer restroom available?	_____	_____	_____	_____ (Yes/No)
ADA Restroom available?	_____	_____	_____	_____ (Yes/No)
ADA Signage for restrooms?	_____	_____	_____	_____ (Yes/No)
Door opening width	_____	_____	_____	_____ (inches)
Height of door handle	_____	_____	_____	_____ (inches)
Handle usable with a closed fist?	_____	_____	_____	_____ (Yes/No)
Wheelchair maneuvering space in entry?	_____	_____	_____	_____ (Yes/No)
Width of path to fixtures	_____	_____	_____	_____ (inches)
Door force <5 lbs.	_____	_____	_____	_____ (Yes/No)
Notes	<b>1</b>	_____		
	<b>2</b>	_____		
	<b>3</b>	_____		
	<b>4</b>	_____		

**Stalls**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Handle usable with a closed fist?	_____	_____	_____	_____ (Yes/No)
Stall clearance 5x5 feet?	_____	_____	_____	_____ (Yes/No)
Grab bars installed?	_____	_____	_____	_____ (Yes/No)
Height of toilet seat	_____	_____	_____	_____ (inches)
Notes	<b>1</b>	_____		
	<b>2</b>	_____		
	<b>3</b>	_____		
	<b>4</b>	_____		

**Lavatories (sinks)**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Facility	_____	_____	_____	_____
Clear space 30x48 inches?	_____	_____	_____	_____ (Yes/No)
Depth of sink	_____	_____	_____	_____ (inches)
Height of sink rim	_____	_____	_____	_____ (inches)
Height to bottom of apron	_____	_____	_____	_____ (inches)
Knee depth	_____	_____	_____	_____ (inches)
Operable with closed fist	_____	_____	_____	_____ (Yes/No)
Soap/dryer within 48 inch height of reach?	_____	_____	_____	_____ (Yes/No)
Height to bottom edge of mirror	_____	_____	_____	_____ (inches)
Notes	<b>1</b>	_____		
	<b>2</b>	_____		
	<b>3</b>	_____		
	<b>4</b>	_____		

**Lavatories (drinking fountains)**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Facility	_____	_____	_____	_____
Clear space 30x48 inches?	_____	_____	_____	_____ (Yes/No)
Depth of sink	_____	_____	_____	_____ (inches)
Height of sink rim	_____	_____	_____	_____ (inches)
Height to bottom of apron	_____	_____	_____	_____ (inches)
Knee depth	_____	_____	_____	_____ (inches)
Operable with closed fist	_____	_____	_____	_____ (Yes/No)
Soap/dryer within 48 inch height of reach?	_____	_____	_____	_____ (Yes/No)
Height to bottom edge of mirror	_____	_____	_____	_____ (inches)
Notes	<b>1</b>	_____		
	<b>2</b>	_____		
	<b>3</b>	_____		
	<b>4</b>	_____		

# Curb Ramp Inspection

Every ramp being constructed and/or modified must be assessed/re-assessed and this form filled out and submitted within ten days of project completion.

## Curb Ramps

	1	2	3	4
Intersection	_____	_____	_____	_____
Location	_____	_____	_____	_____ (NE, SE, SW, NW)
Type	_____	_____	_____	_____ (Perp, Diag)
5 foot landing?	_____	_____	_____	_____ (Yes/No)
Tactile strip installed?	_____	_____	_____	_____ (Yes/No)
Colored tactile strip?	_____	_____	_____	_____ (Yes/No)
Slope run	_____	_____	_____	_____ (%)
Cross slope	_____	_____	_____	_____ (%)
Flare slope (if applicable)	_____	_____	_____	_____ (%)
Approach slope	_____	_____	_____	_____ (%)
Ramp width	_____	_____	_____	_____ (inches)

Notes

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

	5	6	7	8
Intersection	_____	_____	_____	_____
Location	_____	_____	_____	_____ (NE, SE, SW, NW)
Type	_____	_____	_____	_____ (Perp, Diag)
5 foot landing?	_____	_____	_____	_____ (Yes/No)
Tactile strip installed?	_____	_____	_____	_____ (Yes/No)
Colored tactile strip?	_____	_____	_____	_____ (Yes/No)
Slope run	_____	_____	_____	_____ (%)
Cross slope	_____	_____	_____	_____ (%)
Flare slope (if applicable)	_____	_____	_____	_____ (%)
Approach slope	_____	_____	_____	_____ (%)
Ramp width	_____	_____	_____	_____ (inches)

Notes

5 \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

8 \_\_\_\_\_

## Sidewalk Inspection

Every sidewalk being constructed and/or modified must be assessed/re-assessed and this form filled out and submitted within ten days of project completion.

Sidewalks	1	2	3	4
Street	_____	_____	_____	_____
Section(intersection to intersection)	_____	_____	_____	_____
Side of street	_____	_____	_____	_____ (N, S, E, W)
Speed limit	_____	_____	_____	_____ (mph)
Sidewalk width	_____	_____	_____	_____ (inches)
Is there a buffer between sidewalk and street?	_____	_____	_____	_____ (Yes/No)
Quality	_____	_____	_____	_____ (1 to 5 rating)
Are curb ramps installed?	_____	_____	_____	_____ (Yes/No)
Notes	1 _____			
	2 _____			
	3 _____			
	4 _____			
	5 _____			
		6 _____		
			7 _____	
				8 _____
Street	_____	_____	_____	_____
Section(intersection to intersection)	_____	_____	_____	_____
Side of street	_____	_____	_____	_____ (N, S, E, W)
Speed limit	_____	_____	_____	_____ (mph)
Sidewalk width	_____	_____	_____	_____ (inches)
Is there a buffer between sidewalk and street?	_____	_____	_____	_____ (Yes/No)
Quality	_____	_____	_____	_____ (1 to 5 rating)
Are curb ramps installed?	_____	_____	_____	_____ (Yes/No)
Notes	5 _____			
	6 _____			
	7 _____			
	8 _____			



## Accessible Pedestrian Signal Inspection

Every pedestrian signal being installed and/or modified must be assessed/re-assessed and this form filled out and submitted within ten days of project completion.

<b>Pedestrian Signals</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Primary road	_____	_____	_____	_____
Intersecting road	_____	_____	_____	_____
Type of timing (time, actuated, semi-actuated, flashing red)	_____	_____	_____	_____
Ped signal E/W	_____	_____	_____	_____ (Yes/No)
Ped signal N/S	_____	_____	_____	_____ (Yes/No)
Pushbutton E/W	_____	_____	_____	_____ (Yes/No)
Pushbutton N/S	_____	_____	_____	_____ (Yes/No)
Height of pushbutton	_____	_____	_____	_____ (inches)
Length of walking man	_____	_____	_____	_____ (seconds)
Length of flashing hand	_____	_____	_____	_____ (seconds)
Length of solid hand	_____	_____	_____	_____ (seconds)
Is there an audible tone?	_____	_____	_____	_____ (Yes/No)
Crosswalk E/W	_____	_____	_____	_____ (Yes/No)
Crosswalk N/S	_____	_____	_____	_____ (Yes/No)
Ramp E/W	_____	_____	_____	_____ (Yes/No)
Ramp N/S	_____	_____	_____	_____ (Yes/No)
Notes	<b>1</b> _____			
	<b>2</b> _____			
	<b>3</b> _____			
	<b>4</b> _____			